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STATE OF MONTANA
DEPARTMENT OF AGRICULTURE
MONTANA
1970

STATE OF MONTANA
DEPARTMENT OF AGRICULTURE

AFFIRMATIVE ACTION PLAN
FOR
EQUAL EMPLOYMENT OPPORTUNITY

George Lackman
Commissioner



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INTRODUCTION

Purpose of Affirmative Action

Affirmative action is the implementation of a deliberate and sustained effort to equalize employment opportunities in all levels of state government. It goes beyond the establishment of neutral non-discriminatory policies and takes positive steps to identify and eliminate any barriers which may discriminate against any persons or class of persons seeking employment or presently employed by the state. The purpose of affirmative action is to fully utilize the "affected class" work force potential so as to provide at all levels of state governmental work force which is representative of the state's labor market. State government must be a leader in actively pursuing equal employment opportunity for four reasons. First, the people of Montana have spoken in full support of equal employment opportunity through their elected representatives to the Constitutional Convention and the Legislative Assembly. Secondly, state agencies are enforcing equal opportunity provisions in private enterprise, a job made easier if the state itself is in full compliance. Third, the state's access to federal funds is endangered if compliance with federal statutes is in question. Fourth, the denial of equal opportunity in employment is a discriminatory practice as defined in Title VII of the 1964 Civil Rights Act, as amended.

Legal Provisions

Equal opportunity in employment is a fundamental right of all citizens and is covered by state and federal laws. The State of Montana is committed to insure equal employment opportunity in an affirmative and active manner by Gubernatorial Executive Order 8-73; the Constitution of the State of Montana (Article II, Sections 3 and 4), (Article X, Section 7); the Montana Human Rights Act of 1974 (Section 64-301 to Section 64-315, R.C.M. 1947), as amended; and the Montana Code of Fair Practices Act of 1975 (Section 64-316 to Section 64-330, R.C.M. 1947). Montana state government is committed to uphold the requirements of Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964, as amended; Presidential Executive Order 11246, as amended; the Equal Pay Act of 1963; and the Age Discrimination in Employment Act of 1967. This Montana Affirmative Action Plan reaffirms and supports these state and federal laws, rules, and regulations in regard to non-discrimination in employment.

DEFINITIONS

The following definitions shall apply for purposes of this Affirmative Action Plan.

1. "Affected Class" - refers to those groups of people who have suffered and continue to suffer effects of past discrimination. This includes, but is not limited to persons in the following categories: minorities, women, physically or mentally handicapped, aged, ex-offenders, religious groups, public assistance recipients, or those discriminated against because of their marital status, political beliefs, national origin or ancestry.
2. "Employee" - means any individual regularly employed by an agency on a part or full-time basis.
3. "Executive Officer" - means the highest ranking officer and chief administrator of an agency, responsible for all functions within that agency.
4. "Equal Employment Opportunity Officer" - refers to the person, under the supervision of the "Executive Officer", responsible for coordinating and implementing the agency's Affirmative Action Plan in conjunction with requirements established by the Equal Employment Opportunity Bureau.
5. "Good Faith Effort" - means that every reasonable effort has been undertaken to meet the goals and timetables established in the Affirmative Action Plan.
6. "Bona Fide Occupational Qualification" (BFOQ) - refers to an exception to the discrimination provisions upheld by Equal Employment Opportunity laws. A BFOQ may permit an employer to discriminate where a job requires certain restrictions on qualifications that are essential to the accomplishment of the job.
7. "Affirmative Action" - means steps taken to remedy the inadequate and inequitable staffing and recruitment patterns that are the present consequences of discrimination and to prevent the occurrence of employment discrimination in the future.

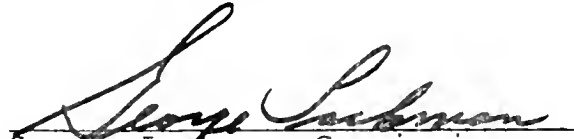
I. AGENCY SUPPORT

Section 1. BASIC POLICY STATEMENT

It is the policy of the state of Montana, Department of Agriculture to insure that all employees and all applicants for employment are treated equally regardless of their race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status, and sex; unless sex, ex-offender status, and/or physical or mental handicap relates to a bona fide occupational requirement. Such action to implement this policy shall include but is not limited to recruitment, benefits, qualification, employment, promotions, demotions or transfers; layoff or termination; including apprenticeship and/or on the job training. The Department of Agriculture will sustain a deliberate effort to equalize employment opportunities for minorities and women at all levels and in all segments of the department's work force. All employment applicants will be recruited from the available labor market and employed in accordance with each person's individual qualifications and abilities.

Eldon Fastrup, Director of Program and Operations, is the Department of Agriculture's Equal Employment Opportunity Officer. Mr. Fastrup, on behalf of the Commissioner, has the over-all responsibility and authority for coordinating equal opportunity and affirmative action efforts of the department.

Equal opportunity can only be reached with the active support and cooperation of all departmental employees. In this, all employees are held responsible for helping to assure the success of the department of Agriculture's Affirmative Action Program.


George Lackman, Commissioner
Department of Agriculture

6/30/74
Date

II. ASSIGNMENT OF RESPONSIBILITIES

Section 1. THE EXECUTIVE OFFICER

The Executive Officer shall have full responsibility for assuring equal employment opportunity within the department and for implementing the Affirmative Action Plan. The Executive Officer shall insure the affirmative action encompasses all aspects of the agency's operation including staffing, recruiting, training, and complaint-resolution. The Executive Officer will insure a good faith effort in the achievement of employment goals and upgrading of affected class members within the department.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|--|----------------------------------|
| 1. | Appointment of department EEO Officer and identified in writing to the state EEO Bureau. | Executive Officer | Dec. 18, 1975 |
| 2. | A work plan and development procedure of the department's Affirmative Action Plan will be submitted to the state EEO Bureau. | Executive Officer EEO Officer | Dec. 23, 1975 |
| 3. | EEO orientation meeting for administrative personnel. | Executive Officer EEO Officer | Jan. 15, 1976 |
| 4. | Affirmative Action Plan will be reviewed and submitted to EEO Bureau for authorization. | Executive Officer EEO Officer Administrators | June 30, 1976 |
| 5. | The Executive Officer will meet semi-annually with the EEO Officer to evaluate the progress of each unit in relation to established goals. | Executive Officer | July 30, 1976 (semi-annually) |
| 6. | Insure that Affirmative Action encompasses all aspects of the agency's operation including staffing, recruiting, and training needs. | Executive Officer | July 30, 1976 (ongoing) |

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|-----|---|-----------------------------|--|
| 7. | Insure that complaint procedures are strictly adhered to without retaliation or reprisal against any person filing a formal or informal discrimination complaint, or against any person giving testimony or aiding in the resolution of complaints. | Executive Officer | July 30, 1976 (ongoing) |
| 8. | Insure accurate completion and submission of the agency's Affirmative Action Plan and Semi-Annual Affirmative Action Status Reports to the Equal Employment Opportunity Bureau. | Executive Officer | Six months after acceptance of plan (semi-annually) |
| 9. | Insure a "good faith effort" in the achievement of employment goals and upgrading of "affected class" members within the agency. | Executive Officer | July 30, 1976 (ongoing) |
| 10. | Cooperate and provide information to the Equal Employment Opportunity Bureau when a review of the agency's Affirmative Action Plan is scheduled. | Executive Officer | July 30, 1976 (ongoing) |

Section 2. THE EQUAL EMPLOYMENT OPPORTUNITY OFFICER

The EEO Officer is responsible for developing and implementing the department's Affirmative Action Plan. The EEO Officer has been delegated the necessary authority to properly and efficiently carry out his responsibility for coordinating the department's cooperation with the state EEO Bureau and providing necessary information and data on Affirmative Action.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|--|---------------------------------------|
| 1. | EEO orientation meeting for administrative personnel. | EEO Officer | Jan. 12, 1976 |
| 2. | Information memo outlining EEO principles, goals, and concepts to all departmental employees. | EEO Officer | Jan. 15, 1976 |
| 3. | Complete preliminary draft of department Affirmative Action Plan. Establish goals, procedures, and methods to effectively implement plan. | EEO Officer | June 15, 1976 |
| 4. | Review Affirmative Action Plan for initial submission to the state EEO Bureau. | Department Director Administrator of Centralized Services EEO Officer | June 30, 1976 |
| 5. | Maintain Affirmative Action records and documentation. | EEO Officer | Initiate July 1, 1976 (ongoing) |

Section 3. ADMINISTRATOR OF CENTRALIZED SERVICES

The Administrator of Centralized Services is responsible for carrying out equal employment opportunities and Affirmative Action personnel procedures. It is the Administrator's responsibility to implement Affirmative Action in recruitment procedures and in communications with community, minority and women's groups. The Administrator of Centralized Services will consult with the EEO Officer and participate in the semi-annual program assessment.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|---|---------------------------------------|
| 1. | Complete preliminary draft of department Affirmative Action Plan. Establish short and long range goals, procedures and methods to effectively implement the plan. | Administrator of Centralized Services EEO Officer | June 30, 1976 |
| 2. | Review Affirmative Action Plan for initial submission to the EEO Bureau. | Department Director Administrator of Centralized Services EEO Officer | June 30, 1976 |
| 3. | Maintain Affirmative Action personnel records and documentation. | Administrator of Centralized Services | Initiate July 1, 1976 (ongoing) |

Section 4. DIVISION ADMINISTRATORS AND SUPERVISORY PERSONNEL

All officials and managers will be familiar with the department's Affirmative Action Program, clearly understanding their job responsibilities for equal employment opportunity and assure the success of the Affirmative Action Plan. They shall promote and develop the purposes of the program within their specific division and throughout the department. Management performance in regard to the Affirmative Action Program will be evaluated as is performance on other department goals.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|--|---------------------------|
| 1. | Attend initial and subsequent meetings where Affirmative Action Program, its basic goals and implementation will be discussed. Provide input, suggestions, or questions on the Affirmative Action Program. | Division Administrators Supervisory Personnel | Jan 12, 1976 (ongoing) |
| 2. | Utilization analysis of department staffing pattern, position incumbents, classification specifications with respect to factors contained in Section 501, State Affirmative Action Plan. | Division Administrators | Feb. 20, 1976 |
| 3. | Identify deficiencies, analyze projected staffing patterns, position needs and level changes, develop goals and actions to resolve deficiencies. | Division Administrators EEO Officer | March 4, 1976 |

III. DISSEMINATION OF POLICY

Section 1. INTERNAL DISSEMINATION

To insure that all employees of the Department of Agriculture are made aware of and fully understand the policy of non-discrimination and equal employment opportunity, and the ramifications of the Affirmative Action Plan.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|-----------------------------|----------------------------|
| 1. | Copies of the policy statement and the EEO complaint procedure will be distributed to all department employees; the EEO Officer's name and telephone number will be included. | Executive Officer | July 30, 1976 |
| 2. | The policy statement and the EEO complaint procedure will be posted on all division bulletin boards; the EEO Officer's name and telephone number will be included. | EEO Officer | July 30, 1976 |
| 3. | Periodic meetings of supervisory and personnel office employees will be conducted in conjunction with staff meetings, to be conducted not less than every six months, at which time the department's Affirmative Action Plan and implementation will be reviewed and explained. The meetings will be conducted by the EEO Officer or another qualified agency official. | EEO Officer | July 30, 1976 (ongoing) |

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|-----------------------------|---------------------------------|
| 4. All new supervisory or personnel office employees will be given a thorough orientation by the EEO Officer or another qualified agency official. This shall cover all aspects of the agency's equal employment opportunity obligations, and occur within thirty working days following their reporting for duty with the agency. | EEO Officer | July 30, 1976 (ongoing) |
| 5. Employees will be encouraged through the division meetings, to approach their supervisors or the EEO Officer concerning any questions or suggestions regarding Affirmative Action. | EEO Officer | July 30, 1976 (ongoing) |
| 6. All employees will have the entire Affirmative Action Plan available to them through the division administrators, the EEO Officer and the Administrator of Centralized Services. | EEO Officer | July 30, 1976 (ongoing) |
| 7. All new employees will receive a copy of the policy statement and the complaint procedure, a thorough orientation to the department's Affirmative Action Program and information on obtaining the complete plan if the employee would desire a complete copy. | EEO Officer | Within 30 days of employment |

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|-----------------------------|----------------------------|
| 8. | The EEO Officer or other qualified agency official shall instruct all employees engaged in the recruitment of potential employees as to the objectives of Affirmative Action goals. The Officer shall also instruct these employees as to the procedures of locating and recruiting potential employees from the "affected class". | EEO Officer | July 30, 1976 (ongoing) |

Section 2. EXTERNAL DISSEMINATION

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|---------------------------------------|-------------------------|
| 1. | Upon initial contact and with subsequent contacts for referral and recruitment purposes, external organizations shall receive a copy of the policy statement. | Administrator of Centralized Services | July 30, 1976 |
| 2. | The phrase "Equal Employment Opportunity/Affirmative Action Employer" will be included on all departmental job announcements. | Administrator of Centralized Services | July 30, 1976 (ongoing) |

(1) ... (with I as zero)

| CLASS | COUNT | CLASSIFICATION | | | | | | | | | | | |
|--------|-------|----------------|---|---|---|---|---|---|----|---|---|---|---|
| | | A | B | C | D | E | F | G | H | I | J | K | L |
| 44 S | 32 | | | | | | | | | | | | |
| 45 | 2 | | | | | | | | | | | | |
| 51 | 1 | | | | | | | | | | | | |
| 52 | 22 | | | | | | | | | | | | |
| 53 | 19 | | | | | | | | | | | | |
| 54 | 1 | | | | | | | | | | | | |
| 55 | 212 | | | | | | | | | | | | |
| 56 | 115 | | | | | | | | | | | | |
| 7 | 2 | | | | | | | | | | | | |
| 13 | 54 | | | | | | | | | | | | |
| 50 | 6 | | | | | | | | | | | | |
| 51 | 82 | | | | | | | | | | | | |
| 52 | 12 | | | | | | | | | | | | |
| 53 | 13 | | | | | | | | | | | | |
| 54 S | 25 | | | | | | | | | | | | |
| TOTALS | | 3h | | | | | | 1 | 21 | | | | 1 |

2. OTHER THAN FULL TIME (including part time layers)

| CLASS | COUNT | A | B | C | D | E | F | G | H | I | J | K | L |
|-----------------------|-------|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 OFFICIALS - ADMIN | | | | | | | | | | | | | |
| 2 PROFESSIONALS | | | | | | | | | | | | | |
| 3 TECHNICALS | | | | | | | | | | | | | |
| 4 PROTECTIVE SERV | | | | | | | | | | | | | |
| 5 UNGRADED FUNCTIONAL | | | | | | | | | | | | | |
| 6 CIVIL SERVICE | | | | | | | | | | | | | |
| 7 SKILLED CRAFT | | | | | | | | | | | | | |
| 8 LEV. ADJNT | | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | |

3. ... (including ...)

| CLASS | COUNT | A | B | C | D | E | F | G | H | I | J | K | L |
|--------|-------|---|---|---|---|---|---|---|---|---|---|---|---|
| ... | ... | | | | | | | | | | | | |
| ... | ... | | | | | | | | | | | | |
| ... | ... | | | | | | | | | | | | |
| ... | ... | | | | | | | | | | | | |
| ... | ... | | | | | | | | | | | | |
| TOTALS | | | | | | | | | | | | | |

Section 2. EXTENT OF UNDER UTILIZATION

The Department of Agriculture's current employee labor force is shown by job classification in EEO-4 format on pages 11 and 12. This data shows the composition of the department's work force as of June 1, 1976.

A breakdown of the Department of Agriculture's minority and women employment is illustrated in Table A.

TABLE A
Department of Agriculture Labor Force

| JOB CATEGORY | MEN | | WOMEN | | MINORITY | |
|------------------------------|--------|------|--------|-----|----------|----|
| | Number | % | Number | % | Number | % |
| Officials/ Administrators | 11 | 100% | 0 | 0% | 0 | 0% |
| Professionals | 22 | 92% | 1 | 4% | 1 | 4% |
| Technicians | 3 | 50% | 3 | 50% | 0 | 0% |
| Office/Clerical | 0 | 0% | 17 | 94% | 1 | 6% |
| TOTAL | 36 | 61% | 21 | 35% | 2 | 4% |

Note: Elected, appointed, and temporary employees not included

The Department of Agriculture normal recruitment area generally incorporates the State in all job categories except for two positions in our Transportation Division; Administrator and Transportation Specialist I. These positions are recruited on a national basis due to their technical/professional nature (see page 15).

Information on the percentage of each minority group (by sex) in the total population of Montana is summarized in Table B.

TABLE B

Percent of Breakdown of the Experienced Civilian Labor Force by Race and Sex

| LABOR GROUP | % Male | % Female | Total % |
|------------------|--------|----------|---------|
| White | 63.22 | 34.05 | 97.27 |
| Native American | .96 | .55 | 1.51 |
| Spanish American | .62 | .30 | .92 |
| Black | .12 | .06 | .18 |
| Asian American | .09 | .02 | .06 |
| TOTAL | 65.00 | 35.00 | 100.00 |

Source: Table 172, 1970 census using "Instructions for Completing Utilization Analysis, Availability Analysis and Establishing Goals and Timetables."

Based on the 1970 census report, Montana's population (694,409) consists of 50% women, with 35.13% of the civilian labor force consisting of women, .88% Spanish American and 2.75% other minorities.¹

Table C summarizes information on state unemployment for male and female.

TABLE C

Unemployment²

| LABOR CLASS | % UNEMPLOYMENT |
|------------------|----------------|
| Male | 5.79 |
| Female | 6.81 |
| Spanish American | 5.52 |
| Minority | 18.10 |
| TOTAL STATEWIDE | 6.15 |

¹ Department of Labor and Employment Security Division, "Manpower Information for Affirmative Action Programs, 1974-1975."

² Ibid.

The Department of Agriculture's turnover is summarized in Table D.

TABLE D
Turnover By Fiscal Year

| JOB CATEGORY | YEAR | | | | |
|------------------------------|------|------|------|------|--------------|
| | 1972 | 1973 | 1974 | 1975 | 1976 to date |
| Officials/ Administrators | 0 | 1 | 0 | 2 | 2 |
| Professionals | 1 | 2 | 5 | 8 | 0 |
| Technicians | 0 | 1 | 0 | 3 | 0 |
| Office/Clerical | 3 | 10 | 7 | 2 | 3 |
| TOTAL | 4 | 14 | 12 | 15 | 5 |

AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

100-- AGENCY-- Officials/Administrators 308 FAMILY NUMBER--
 TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET--25,286 **NOW EMPLOYED BY AGENCY-- 10
 DATE 6/3/76 MINORITY--TOTAL MALE AND FEMALE FEMALE

CIRCLE AVAILABILITY SOURCE: STATE--~~XXXXXX~~ Table 172
 AVAILABILITY CLASSIFICATION USED: Managers and Administrators, except farm

| ETHNIC STATUS | *AVAILABLE | | **NOW EMPLOYED | | PRESENT STATUS | | *AVAILABLE | | **NOW EMPLOYED | | PRESENT STATUS | |
|--------------------|------------|-------|----------------|----|----------------------------------|----------------------------------|------------|---------|----------------|----|----------------------------------|----------------------------------|
| | NO. | % | NO. | % | % AVAILABLE MINUS % NOW EMPLOYED | % AVAILABLE MINUS % NOW EMPLOYED | NO. | % | NO. | % | % AVAILABLE MINUS % NOW EMPLOYED | % AVAILABLE MINUS % NOW EMPLOYED |
| 1-WHITE | 19 | .08% | 0 | 0% | .08% | .08% | 4805 | 19.003% | 0 | 0% | 19.00% | 19.00% |
| 2-BLACK | 182 | .72% | 0 | 0% | .72% | .72% | 4 | .016% | 0 | 0% | .02% | .02% |
| 3-SPANISH AMERICAN | 69 | .27% | 0 | 0% | .27% | .27% | 33 | .131% | 0 | 0% | .13% | .13% |
| 4-NATIVE AMERICAN | 3 | .01% | 0 | 0% | .01% | .01% | 17 | .067% | 0 | 0% | .07% | .07% |
| 5-ASIAN AMERICAN | 3 | .01% | 0 | 0% | .01% | .01% | 1 | .003% | 0 | 0% | .00% | .00% |
| 6-OTHER | 276 | 1.09% | 0 | 0% | 1.09% | 1.09% | 1 | .003% | 0 | 0% | .00% | .00% |
| 7-TOTAL | | | | | | | 4861 | 19.22% | 0 | 0% | 19.22% | 19.22% |

8-MINORITY TOTAL--LINE 7 (AVAILABLE MINUS LINE 7 (NOW EMPLOYED) 1.09%

9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY) 0

10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.

| YEARLY GOALS/PRIORITIES | 1 YR. | 2 YRS. | 3 YRS. | 4 YRS. | 5 YEARS |
|-------------------------|-------------------|--------|--------|--------|---------|
| MALES | | | | | |
| FEMALES | No goal necessary | 1 | | | 1 |

TABLE F CAPABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

| FUNCTIONS/ADMINISTRATORS | | TOTAL MALE AND FEMALE | |
|---|----------------|-----------------------|------------|
| TABLE 2 Managers and Administrators except farm- transportation | PRESENT STATUS | TOTAL | PERCENT |
| EMPLOYED | UNEMPLOYED | EMPLOYED | UNEMPLOYED |
| 1942 | 0 | 14966 | 11.28 |
| 1992 | 0 | 156 | .12 |
| 268 | 0 | 108 | .08 |
| 423 | 0 | 19 | .01 |
| 3325 | 0 | 241 | .18 |
| 2.5 | 0 | 15490 | 11.6 |
| TOTAL | | 15490 | 11.6 |

| | |
|---|---|
| TABLE 2 Managers and Administrators except farm- transportation PRESENT STATUS EMPLOYED UNEMPLOYED TOTAL PERCENT EMPLOYED UNEMPLOYED TOTAL PERCENT | TABLE 2 Managers and Administrators except farm- transportation PRESENT STATUS EMPLOYED UNEMPLOYED TOTAL PERCENT EMPLOYED UNEMPLOYED TOTAL PERCENT |
|---|---|

| | | | |
|---|---|---|---|
| TABLE 2 Managers and Administrators except farm- transportation PRESENT STATUS EMPLOYED UNEMPLOYED TOTAL PERCENT EMPLOYED UNEMPLOYED TOTAL PERCENT | TABLE 2 Managers and Administrators except farm- transportation PRESENT STATUS EMPLOYED UNEMPLOYED TOTAL PERCENT EMPLOYED UNEMPLOYED TOTAL PERCENT | TABLE 2 Managers and Administrators except farm- transportation PRESENT STATUS EMPLOYED UNEMPLOYED TOTAL PERCENT EMPLOYED UNEMPLOYED TOTAL PERCENT | TABLE 2 Managers and Administrators except farm- transportation PRESENT STATUS EMPLOYED UNEMPLOYED TOTAL PERCENT EMPLOYED UNEMPLOYED TOTAL PERCENT |
|---|---|---|---|

TABLE G AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY: Professionals JOB FAMILY NUMBER: 23
 TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY: 9043 **NON EMPLOYED BY AGENCY: 23

| DATE | MINORITY--TOTAL MALE AND FEMALE | | | | FEMALE | | | |
|---|---------------------------------|---------------------|-------------------|---------------------|-------------------|---------------------|------------------------------------|----------------|
| | NO. | % | NO. | % | NO. | % | NO. | % |
| CIRCLE AVAILABILITY SOURCE: STATE--NATIONAL--OTHER Table 172 | | | | | | | | |
| AVAILABILITY CLASSIFICATION USED: <u>Professional, technical, kindred workers, accountants, life and physical scientists,</u> | | | | | | | | |
| ETHNIC STATUS | | | | | | | | |
| | *AVAILABLE NO. | **NOW EMPLOYED % | *AVAILABLE NO. | **NOW EMPLOYED % | *AVAILABLE NO. | **NOW EMPLOYED % | *AVAILABLE MINUS % NOW EMPLOYED | PRESENT STATUS |
| 1-WHITE | 2113 | 23.37% | 1 | 4.3% | 2113 | 23.37% | 19.07% | |
| 2-BLACK | 0 | 0% | 0 | 0% | 0 | 0% | 0% | |
| 3-SPANISH AMERICAN | 35 | .43% | 0 | 0% | 35 | .43% | .39% | |
| 4-NATIVE AMERICAN | 42 | 1.75% | 0 | 0% | 42 | 1.75% | .46% | |
| 5-ASIAN AMERICAN | 2 | .08% | 0 | 0% | 2 | .08% | .02% | |
| 6-OTHER | 2 | .02% | 0 | 0% | 2 | .02% | .02% | |
| 7-TOTAL | 2194 | 24.26% | 1 | 4.3% | 2194 | 24.26% | 19.96% | |
| 8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED)) | | | | | | | | |

9-COMPUTE 5-YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)

10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.

| | | | | | |
|--------------|-------|--------|--------|--------|---------|
| YEARLY GOALS | 1 YR. | 2 YRS. | 3 YRS. | 4 YRS. | 5 YEARS |
| MINORITIES | | | | | |
| FEMALES | | | | | |

9-COMPUTE 5-YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY)

10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.

MINORITY GOALS: - .40

FEMALE GOALS: 4.59

TABLE I AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

EEO-4 JOB CATEGORY- Technicians JOB FAMILY NUMBER-
 TOTAL NUMBER OF PERSONS IN THIS JOB FAMILY--*AVAILABLE IN LABOR MARKET-- 4135 **NOW EMPLOYED BY AGENCY-- 6

DATE 6/8/76 MINORITY--TOTAL MALE AND FEMALE FEMALE

CIRCLE AVAILABILITY SOURCE: STATE--~~XXXXXX~~ Table 172 STATE--~~XXXXXX~~ Table 172
 AVAILABILITY CLASSIFICATION USED: Other professional, technical and kindred workers

| ETHNIC STATUS | *AVAILABLE | | **NOW EMPLOYED | | PRESENT STATUS | | *AVAILABLE | | **NOW EMPLOYED | | PRESENT STATUS | |
|---|------------|-------|----------------|-----|----------------------------------|----------------------------------|------------|--------|----------------|------|----------------------------------|----------------------------------|
| | NO. | % | NO. | % | % AVAILABLE MINUS % NOW EMPLOYED | % AVAILABLE MINUS % NOW EMPLOYED | NO. | % | NO. | % | % AVAILABLE MINUS % NOW EMPLOYED | % AVAILABLE MINUS % NOW EMPLOYED |
| 1-WHITE | 15 | .4 % | 0 | 0 % | .4 % | | 1329 | 32.1 % | 3 | 50 % | -17.9 % | |
| 2-BLACK | 60 | 1.4 % | 0 | 0 % | 1.4 % | | 27 | .6 % | 0 | 0 % | 0 % | |
| 3-SPANISH AMERICAN | 94 | 2.3 % | 0 | 0 % | 2.3 % | | 41 | 1.0 % | 0 | 0 % | 1.0 % | |
| 4-NATIVE AMERICAN | 4 | .1 % | 0 | 0 % | .1 % | | 2 | 0 % | 0 | 0 % | 0 % | |
| 5-ASIAT AMERICAN | 4 | .1 % | 0 | 0 % | .1 % | | 2 | 0 % | 0 | 0 % | 0 % | |
| 6-OTHER | 177 | 4.3 % | 0 | 0 % | 4.3 % | | 1401 | 33.9 % | 3 | 50 % | -16.3 % | |
| 7-TOTAL | | | | | | | | | | | | |
| 8-PRESENT UTILIZATION--LINE 7 (% AVAILABLE MINUS LINE 7 (NOW EMPLOYED)) | | | | | 4.3 % | | | | | | | |

9-COMPUTE 5 YEAR GOAL BY CONVERTING % ON LINE 8 INTO A NUMERICAL VALUE. (MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF PERSONS NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY.)

10-ESTABLISH GOALS THROUGHOUT THE NEXT 5 YEARS TO ATTAIN EQUAL EMPLOYMENT OPPORTUNITY WITHIN YOUR AGENCY.

| | | | | | |
|--------------|-------|--------|--------|--------|---------|
| YEARLY GOALS | 1 YR. | 2 YRS. | 3 YRS. | 4 YRS. | 5 YEARS |
| PRIORITIES | | | | | |
| FEMALES | | | | | |

.26

-98

TABLE J AVAILABILITY ANALYSIS GOALS AND TIMETABLES WORK SHEET

OFFICE: Office/Clerical JOB FAMILY NUMBER: _____
 AVAILABLE IN LABOR MARKET -- 37204 **NOW EMPLOYED BY AGENCY-- 18
 MAJORITY--TOTAL MALE AND FEMALE FEMALE

STATE: ~~XXXXXXXXXXXX~~
 TABLE C: FULLY SUPPORT STATE--XXXXXXXXXX Table 172
 AVAILABLE OPPORTUNITY USED: Clerical and kindred workers

| COMMENTS | *AVAILABLE | | **NOW EMPLOYED | | PRESENT STATUS | | *AVAILABLE | | **NOW EMPLOYED | | PRESENT STATUS | |
|----------|------------|-------|----------------|-------|------------------|----------------|------------|--------|----------------|---------|------------------|----------------|
| | NO. | % | NO. | % | % AVAILABLE THIS | % NOW EMPLOYED | NO. | % | NO. | % | % AVAILABLE THIS | % NOW EMPLOYED |
| TOTAL | 61 | .16% | 0 | 0% | .16% | | 27936 | 75.09% | 17 | 94.44% | -19.35% | |
| WHITE | 229 | .62% | 0 | 0% | .62% | | 50 | .13% | 0 | 0% | .13% | |
| BLACK | 629 | 1.69% | 1 | 5.56% | 3.87% | | 152 | .41% | 0 | 0% | .41% | |
| HISPANIC | 27 | .07% | 0 | 0% | .07% | | 463 | 1.24% | 1 | 5.56% | 4.32% | |
| ASIAN | 27 | .07% | 0 | 0% | .07% | | 20 | .05% | 0 | 0% | .05% | |
| OTHER | 973 | 2.62% | 1 | 5.56% | .07% | | 20 | .05% | 0 | 0% | .05% | |
| TOTAL | | | | | | | 28641 | 76.98% | 18 | 100.00% | | |

FORMER EMPLOYED BY AGENCY (NOT EMPLOYED)
 MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF FULL-TIME NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY.

FORMER EMPLOYED BY AGENCY (NOT EMPLOYED)
 MULTIPLY THE % ON LINE 8 BY THE TOTAL NUMBER OF FULL-TIME NOW EMPLOYED BY THE AGENCY IN THIS JOB FAMILY.

1 YR. 2 YRS. 3 YRS. 4 YRS. 5 YEARS

NO goal necessary
 NO goal necessary

-53-

-23-03-

-4-14

Section 2. AVAILABILITY ANALYSIS

The analysis completed in V. Section 2., utilizes the state of Montana as the recruitment and relevant labor market area for the Department of Agriculture, except for two positions in the Transportation Division in which the recruitment is based on a national basis due to a lack of a qualified, technical background, experienced labor force in the state of Montana. Table 172 of the 1970 U.S. Census was the source for all data on minority and female availability in the state of Montana labor force. The source of all data on minority and female availability on the national level (V., Section 1, Table F and H) utilizes Table 2, of the 1970 U.S. Census.

The analysis contained in Section 1 illustrates an under utilization of women in the officials/administrators, professionals and technical categories. Goals have been established to correct these areas of under utilization.

Section 2 analysis also illustrates an over utilization of women in the office and clerical job area. The Department of Agriculture will make a good faith effort to increase the utilization of men in this category.

Employee turnover information by job category is detailed on page 15 Table D. Past turnover trends and information was used to establish good faith timetables for correcting under utilization.

Goals and timetables in regards to promotion, transfer, and training are contained in IX, Job Structuring and Upward Mobility.

In the event that the department's employment should change enough to warrant a change in goals and objectives, and timetables as established in this Affirmative Action Plan, the Department will recommend such revision as necessary to the state EEO Bureau. All recommendations for revisions will be submitted in good faith with a continuing commitment to the Affirmative Action Program.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|--|--------------------|
| 1. Review of goals and timetables established making changes subject to EEO Bureau for approval. | EEO Office Division Administrators Executive Officer | July 15, 1976 |

VI. GOALS AND TIMETABLES

Table K illustrates goals and target dates established for the department. For a lack of a goal in any category, see V. Goals and Timetables worksheets, Section 1.

TABLE K
Goals and Timetables

| JOB CATEGORY | LABOR GROUP GOAL | | Target Date June 30 |
|------------------------------|------------------|---------|---------------------------|
| | Minority | Female | |
| Officials/ Administrators | No Goal | 2 | 1 per year 1979 & 1981 |
| Professionals | No Goal | 4 | 1 per year 1978-1981 |
| Technicians | No Goal | No Goal | |
| Office/Clerical | No Goal | No Goal | |

VII. RECRUITMENT

Section 1. INTERNAL RECRUITMENT PROCEDURES

Goal: Identify and eliminate discriminatory recruitment methods and practices in developing and establishment of affirmative recruitment practices.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|---|---|-----------------------------|
| 1. All existing recruitment methods and practices will be reviewed to identify and eliminate those that are discriminatory. Review of recruitment practices will be conducted on an annual basis consulting with affected class members in developing recruitment and personnel procedures. | EEO Officer Administrator of Centralized Services | July 30, 1976 (annually) |
| 2. Standardize recruitment methodology and procedures throughout the department and use documentation of procedures to affirmatively comply with EEO. | EEO Officer Administrators | June 30, 1976 (ongoing) |
| 3. All employees involved in recruitment will be informed of present methods and procedures found to be discriminatory and that are eliminated for future use. | EEO Officer Administrator of Centralized Services | August 15, 1976 |
| 4. All employees will be notified in writing of standardized recruitment methodology and procedures identified as in compliance with EEO and Affirmative Action. | Administrator of Centralized Services | Sept. 15, 1976 |

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|-----------------------------|--------------------|
| 5. | Employees directly involved in recruitment will attend periodic meetings to receive information in regards to EEO; legal, affirmative and affected class recruitment potential. Employees will provide input, suggestions and questions at such meetings. | EEO Officer | Sept. 30, 1970 |

Follow through activities will include documentation of all steps by the responsible official.

Section 2. EXTERNAL RECRUITMENT SOURCES

Goal: Establish standardized procedures for locating and encouraging a greater number of affected class members to have access to and apply for employment in the department.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|---|----------------------------|
| 1. | Development of a referral and recruitment resource list that will reach all segments of the population that work closely with affected class including but not limited to: minority organizations, women's groups, religion groups, educational institutions, and training schools. | EEO Officer | June 15, 1976 (ongoing) |
| 2. | Contacts of recruitment sources will state "An Equal Employment/Affirmative Action Employer" and will reiterate interest in referrals and applications from qualified and qualifiable affected class members. | Administrator of Centralized Services | June 30, 1976 (ongoing) |
| 3. | Job openings will be listed with the state Employment Service. The Employment Service will include all minority and affected class in recruitment of qualified as well as qualifiable applicants. | Administrator of Centralized Services | June 15, 1976 |
| 4. | All employment openings will be held open for a minimum of two (2) weeks to facilitate adequate response to recruitment efforts. | Employees setting closing dates Administrator of Centralized Services | June 1, 1976 |

Vacancy analyzation provisions are incorporated in: IX - Job Structuring and Upward Mobility.

A recruitment sources list will be maintained by the Administrator of Centralized Services in follow-up action.

Section 3. LITERATURE - RECRUITMENT

Goal: Job announcements, publications, and other recruitment literature will reflect the Department of Agriculture's commitment to equal employment opportunity to all individuals.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|---|----------------------------|
| 1. | Job announcements, publications, and other recruitment literature will be reviewed to identify and eliminate discriminatory language and photography. Affected class members will participate in reviewing procedure. | EEO Officer | July 30, 1976 (ongoing) |
| 2. | A standardized job announcement format will be established and utilized throughout the department. Recruitment literature will be clear and concise to facilitate understanding by all prospective applicants. | EEO Officer Administrator of Centralized Services | July 30, 1976 (ongoing) |
| 3. | Recruitment advertising will not be proposed based on publications in sex-segregated listings except on the occasion that sex is a bona fide occupational job qualification in which event it shall be so identified. | Administrator of Centralized Services | July 30, 1976 (ongoing) |
| 4. | Recruitment literature shall state that the department is "An Equal Employment Opportunity/Affirmative Action Employer. | Administrator of Centralized Services | July 30, 1976 (ongoing) |

VIII. SELECTION PROCEDURES

Section 1. SELECTION

Goal: Employee selection shall be based solely on job related qualifications and experience without discrimination on the basis of: race, color, religion, natural origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status, and sex; unless sex, ex-offender status and/or physical or mental handicap relates to a bona fide occupational requirement.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|--|--|
| 1. | A selection committee consisting of the positions administrator or direct supervisor, EEO Officer and the department's Administrator of Centralized Services or their delegates will conduct selection procedures for all new employment. The committee will submit employment recommendations to the executive officer. | EEO Officer Administrators Executive Officer or Delegates | June 30, 1976 (ongoing) |
| 2. | Employees serving on a selection committee will receive training in affirmative action including emphasis on non-discriminatory screening, interviewing, reference checks, hiring and record maintenance. | EEO Officer Administrator of Centralized Services | Starting July 30, 1976 (ongoing) |
| 3. | Work experience as well as education will be evaluated for each applicant. | EEO Officer Employee Responsible for hiring | Aug. 15, 1976 (ongoing) |
| 4. | Reasons for employment decision will be directly documented. | Employee Responsible for hiring Reviewed by EEO Officer | Aug. 15, 1976 (ongoing) |

During completion of the second semi-annual Affirmative Action Status report, the EEO Officer and the Administrator of Centralized Services shall review the training provided on selection procedures, scheduling additional training as deemed necessary.

A periodic review of documentation on selection and placement will be

conducted by the EEO Officer, to identify and correct any area in which a disproportionate number of minorities or women have been rejected in the hiring process. If an area is so identified, the EEO Officer will meet with the division administrator to delineate and seek solutions to such problem areas by initiating corrective action.

Section 2.

TESTING

The Department of Agriculture uses no formal oral or written performance tests in the selection process. If at a future date, the Department should require formal testing, the EEO Officer shall review the tests, assuring that they comply with the Equal Opportunity Commission Guidelines on Employee Selection prior to their use.

Section 3.

NEPOTISM

Goal: To comply with state law (Section 59-518 through Section 59-520, R.C.M. 1947) in employment in regards to nepotism.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|---|---|--------------------|
| 1. To allow the employment of relatives within the Department so long as it is within state law and one relative is not responsible for supervision, hiring, promotion, termination, or determination of rate of pay of the other relative. | EEO Officer Employee responsible for hiring Administrator of Centralized Services | July 30, 1976 |

IX. JOB STRUCTURING AND UPWARD MOBILITY

Section 1 JOB STRUCTURING

Goal: To assure that job classifications and descriptions based on job related criteria, are accurate.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|---|----------------------------|
| 1. Review of job classification and correct all inaccuracies. | EEO Officer Administrator of Centralized Services | Oct. 30, 1976 |
| 2. Make new job classifications based on job related criteria. | EEO Officer Administrator of Centralized Services | Oct. 30, 1976 (ongoing) |
| 3. Vacancies will be analyzed to determine if they can be filled equally well by the substitution of two part-time positions. | EEO Officer Administrator of Centralized Services | Oct. 30, 1976 (ongoing) |
| 4. When a vacancy is anticipated, consideration may be given to providing on-the-job training for an affected class person, thus allowing an opportunity to qualify for the vacancy. | EEO Officer Administrator of Centralized Services | Oct. 30, 1976 (ongoing) |

Section 2.

TRAINING

Goal: Departmental employees will receive consideration for job related training opportunities on an equal basis.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|--|-----------------------------|
| 1. Training opportunities will be reviewed and evaluated with all employees receiving equal consideration to participate in job related training programs which can assist them to develop their careers as fully as possible. | EEO Officer | Sept. 30, 1976 (ongoing) |
| 2. Successful completion of training courses will be documented in an employees personnel file and due consideration given during evaluation and promotion process. Employees will notify Centralized Services upon successfully completing a training course. | Employee Administrator of Centralized Services | July 15, 1976 (ongoing) |
| 3. Training announcements will be posted sufficiently in advance to facilitate interested employees request for approval of attendance and establishing attendance arrangements. | EEO Officer | Nov. 15, 1976 (ongoing) |

Section 3. PROMOTIONS, TRANSFERS, AND ASSIGNMENTS

Goal: To eliminate any barriers affecting advancement in all employment practices.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|---|---|
| 1. Review all procedures and policies affecting promotions, transfers, and assignments; eliminating all discriminating elements. | EEO Officer | Nov. 30, 1976 |
| 2. During the preparation of the semi-annual status report, all promotions, transfers, and assignments will be reviewed. | EEO Officer Administrator of Centralized Services | Date of semi-annual reports |
| 3. Promotion employee availability will be determined through the use of Form E, "Promotable Employee Date", in the semi-annual status report. | | Semi-annually starting with hiring of the first report. |

X. PERSONNEL ACTIONS

Section 1. COMPENSATION AND BENEFITS

The salary for positions within the Department of Agriculture shall and are determined by the statewide classification and pay plan. The Classification Bureau in the Personnel Division of the state of Montana, Department of Administration establishes the statewide salary matrix based on periodic salary surveys of other employers.

Benefits are established for all state employees by the state of Montana.

Goal: To insure non-discrimination in compensation (equal pay for substantially similar work), benefits, and conditions of employment.

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|---|--------------------|
| 1. Review all benefits and conditions of employment (including medical, hospital, accident and life insurance; retirement benefits and pensions) leave and other terms, conditions and privileges of employment to insure that there is no discrimination. | EEO Officer Administrator of Centralized Services | Nov. 15, 1976 |
| 2. Compare job descriptions and actual job functions to insure all jobs requiring substantially similar work are classified and compensated the same. If found necessary, submit reclassification requests to correct deficiencies. | EEO Officer Administrator of Centralized Services | Dec. 15, 1976 |

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|--|---|--|
| 3. Merit service increase will be granted only on the basis of performance as indicated. | Employees responsible for recommending merit service increases Executive Officer | When evaluation system is initiated (ongoing) |
| 4. The Department shall comply fully with all provisions of state law. | Executive Officer EEO Officer | Present (ongoing) |

As new jobs are developed and job descriptions change, the EEO Officer will review all changes and maintain equal pay for equal work in the Department. All new employees will receive appropriate employee handbooks.

Section 2. JOB PERFORMANCE EVALUATIONS

Goal: To implement a standard Department policy and procedure for job performance evaluations for all employees. This policy and procedure will be nondiscriminatory in design and application, establishing evaluation solely on job performance and other specific job related criteria.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|--|--|
| 1. | When the standardized evaluation form now under development by the Department of Administration becomes available, it will be used in all performance evaluations of Department employees. | Administrator of Centralized Services Employees responsible for evaluations | 45 working days after availability of form (ongoing) |
| 2. | Policy and procedure on performing non-discriminatory evaluations will be developed with consideration to guidelines issued by the Department of Administration. | EEO Officer Administrator of Centralized Services Executive Officer | 15 working days after availability of forms |
| 3. | Orientation sessions will be conducted to acquaint employees with evaluation policy, procedure, and form. | EEO Officer Administrator of Centralized Services | 20 working days after policy and procedure are adopted |
| 4. | A copy of the employees performance evaluation will be included in the employees personnel file. | Administrator of Centralized Services | When an employee's evaluation is completed (ongoing) |
| 5. | The evaluation procedure, policy, and forms will be reviewed annually, and recommended revisions made if deemed necessary. | EEO Officer Executive Officer Administrator of Centralized Services | Annually |

Section 3. DISCIPLINARY ACTION, DEMOTION AND TERMINATION

Goal: To assure equitable disciplinary action based on job related, nondiscriminatory criteria.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|---|---|
| 1. | Unsatisfactory job performance will be noted and discussed with an employees at least one performance evaluation; appropriate corrective action will be outlined and improvement requested before disciplinary action is taken, or demotion or termination occurs. A definite period of time in which to improve job performance before disciplinary action, demotion or termination occurs. | Employees conducting performance evaluations Executive Officer | Start when evaluation system is initiated (ongoing) |
| 2. | Job related criteria equally applicable to all employees in all similar jobs will be the basis for determination of disciplinary action, demotion and termination. | Administrators Executive Officer EEO Officer | July 30, 1976 (ongoing) |
| 3. | Entrance interviews will be conducted with all employees, on or about 2 weeks after starting employment, to facilitate better orientation and easy transition into job functions. Entrance interviews will try to identify any problems with a new employee and so corrective action can be taken and disciplinary action, demotion and termination can be avoided. | Administrator of Centralized Services or a representative EEO Officer | June 1, 1976 (ongoing) |

| <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|---|--|----------------------------|
| 4. Exit interviews will be conducted with all employees upon their job termination to determine reasons for terminating. Corrective action will be taken to eliminate discrimination if any occurred and influenced the employees decision. | EEO Officer or a designated representative | June 30, 1976 (ongoing) |

A copy of entrance and exit interviews will be signed by the employee and individual conducting the interview and placed in the employee's personnel file.

XI. CONTRACTS

The Department of Agriculture entered into a supplement to, and Master Contract with M.P.E.A. effective July 16, 1976.

In accordance with Article V of the Master Contract and the provisions of Chapter 487, Session Laws of 1975, "Montana Code of Fair Practices," the Department shall recruit, appoint, assign, train, evaluate, and promote its employees on the basis of merit and qualifications, without regard to race, color, religious creed, political ideas, sex, age, marital status, physical or mental handicap, national origin or ancestry.

In accordance with Article VI of the Master Contract, qualities such as experience, qualification, and capabilities shall be the controlling factors for promotions and filling new or vacated positions.

XII. SUBCONTRACTORS AND SUBGRANTS

The Department shall include an affirmative action policy statement with each application for funding or grant proposal, requiring contractors, subcontractors, subgrantees, and other firms doing business with the Department to be in compliance with the provisions of this Affirmative Action Plan and Section 64-316 to Section 64-330, R.C.M. 1947.

XIII. COMPLAINT PROCEDURE

Section 1. LIMITATIONS

Goal: To provide for prompt, fair, and impartial processing of complaints of discrimination by prospective, current, or former employees.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|--|-----------------------------|--|
| 1 | Complainant employees will be informed of their legal right to file with the U.S. Equal Employment Opportunity Commissioner or the State Human Rights Bureau any time during the internal complaint process. | EEO Officer | When informed or formal complaint process is instigated |
| 2. | The complaint procedure shall be posted in a conspicuous place on all appropriate bulletin boards, readily accessible to all employees. Employees will receive a copy of the complaint procedure. | EEO Officer | July 30, 1976 within 30 working days of employment for new employees |
| 3. | The complaint resolution procedure will be reviewed in conjunction with the compiling and filing the semi-annual status report. | EEO Officer | July 30, 1976 Semi-annually |

Section 2. FORMAL RESOLUTION

A formal complaint must be inacted within 20 working days of an alleged discrimination act. The complainant must complete and file the Employment Discrimination Report with the EEO Officer within this time frame to initiate a complaint.

An appeal board consisting of one member as designated by the complainant, one member designated by the Executive Officer and the third member selected and agreed upon by the first two members, will conduct an impartial investigation and hearing into the complaint. The third member selected shall chair the appeal board initiating the basic principals that will govern the hearing: (1) Give notice to all parties of specific charges, (2) Each party will have the right to produce evidence in writing and through witnesses, (3) Opposing parties will have the right to question under the supervision of the board, the persons who submit evidence, (4) The appeal board's decision will and must be made strictly on sound evidence as produced. A tape recording of all hearings will be recorded to provide documentation of board proceedings and to be used for future reference. Each recording must be saved and kept on file for one year after completion of a board hearing.

The appeal board will hold a formal hearing within 15 calendar days after the formal complaint has been filed with the EEO Officer. Within five days after completion of the hearing, the board must present its conclusions and recommendation to the Executive Officer. The Executive Officer will have five working days after receiving the board's recommendations to make his/her decision and notify both parties in writing of that decision.

Termination, demotion, or any form of punishment or harassment against an employee for taking complainant action or against any person providing information in the resolution of such complaints, is illegal and will not be tolerated.

The EEO Officer will advise the complainant within 15 days of filing, of his right to file the complaint directly with the Human Rights Commission, the Equal Employment Opportunity Commission, or an appropriate U.S. District Court. The complainant shall be informed by the EEO Officer of time limitations and other jurisdictional items involved in filing with any of the above agencies. The complainant will be advised of: confidentiality, to representation of his choosing, the merits of the complaint, seeking a solution on an informal basis.

Section 3. INFORMAL RESOLUTION

The complainant will notify the EEO Officer of his/her complaint within 10 working days from the alleged discriminatory incident. The complainant and/or the EEO Officer will meet with the complainant's division administrator for informal discussion, investigation, and resolution of the situation.

Termination, demotion or any form of punishment or harassment against an employee for taking complainant action or against any person providing information in the resolution of such complaints, is illegal and will not be tolerated.

The complainant shall be advised of his right to file a formal complaint and to initiate the formal complaint procedure.

XIV. RECORDS AND REPORTS

Goal: To audit, monitor, and evaluate the Department's Affirmative Action Plan progress on a continuing and regular basis.

| | <u>Action Item</u> | <u>Responsible Official</u> | <u>Target Date</u> |
|----|---|----------------------------------|--|
| 1. | Affirmative Action Plan and semi-annual Affirmative Action Status reports to the EEO Bureau will be reviewed to assure accurate completion. | Executive Officer | July 30, 1976 semi-annually |
| 2. | The Department's Affirmative Action Plan will be reviewed and evaluated on a semi-annual basis. | EEO Officer | July 30, 1976 semi-annually |
| 3. | A semi-annual Affirmative Action status report shall be submitted to the EEO Bureau. This report will current employees by minority group, sex, job category, and salary, work force availability minority group and sex work force availability, identification of underutilization areas, applicant flow, turnover, and all referral sources. | EEO Officer Personnel Officer | Six months after approval of plan (semi-annually) |
| 4. | Records of all reprimands, demotions, terminations, and layoffs will be kept for two years. They may include: Total number of employees terminated, names (cross referenced with confidentiality numbers), salaries dates, reason for action, sex, race, and job category. | EEO Officer | Initiate June 30, 1976 (ongoing) |

APPENDIX

EMPLOYMENT DISCRIMINATION REPORT

NAME OF COMPLAINANT _____ AGE _____ SEX _____

CURRENT POSITION _____ RACE/ETHNIC GROUP _____

1. SPECIFY BASIS OF DISCRIMINATION:

- | | |
|--------------------------|------------------------------------|
| _____ RACE/COLOR GROUP | _____ MARITAL STATUS |
| _____ RELIGION | _____ RECEIPT OF PUBLIC ASSISTANCE |
| _____ NATIONAL ORIGIN | _____ POLITICAL BELIEFS |
| _____ AGE | _____ PHYSICAL HANDICAP |
| _____ EX-OFFENDER STATUS | _____ MENTAL HANDICAP |
| _____ OTHER _____ | |

2. SPECIFY AREA OF DISCRIMINATION:

- _____ RECRUITMENT OR RECRUITMENT ADVERTISING
- _____ SELECTION
- _____ PROMOTION
- _____ DEMOTION OR DISCIPLINARY ACTION
- _____ TRANSFER
- _____ TERMINATION OR LAYOFF
- _____ RATES OF PAY OR OTHER FORMS OF COMPENSATION
- _____ SELECTION FOR TRAINING, INCLUDING APPRENTICESHIP AND/OR ON-THE-JOB TRAINING
- _____ OTHER _____

3. WAS AN INFORMAL COMPLAINT LODGED? _____ .
IF SO, ATTACH RELEVANT DOCUMENTATION AND STATE BRIEFLY THE LIKELY REASONS FOR FAILURE OF THE INFORMAL COMPLAINT PROCESS.

4. NAME, POSITION, SEX, AND RACE/ETHNIC GROUP OF EMPLOYEE(S) CHARGED WITH DISCRIMINATORY PRACTICE: _____

5. SPECIFY WAYS IN WHICH EACH ABOVE EMPLOYEE IS TO HAVE DISCRIMINATED: _____

6. IF DISCRIMINATION IN SELECTION, PROMOTION, OR TRANSFER IS ALLEGED:

- A. IDENTIFY POSITION APPLIED FOR: _____
- B. IDENTIFY OTHER APPLICANTS BY NAME, SEX, AND RACE/ETHNIC GROUP. ATTACH A COPY OF ALL OTHER APPLICANTS APPLICATIONS AND/OR RESUMES: _____

C. SPECIFY AND ATTACH DOCUMENTATION FOR REASONS GIVEN COMPLAINANT FOR NOT BEING SELECTED, PROMOTED, OR TRANSFERRED: _____

D. SPECIFY NAME, SEX, RACE/ETHNIC GROUP OF PERSON SELECTED FOR POSITION: _____

E. SPECIFY AND DOCUMENT CRITERIA ON WHICH THE SUCCESSFUL CANDIDATE WAS FOUND TO BE BETTER QUALIFIED THAN THE COMPLAINANT: _____

F. WAS THE PERSON SELECTED:
_____ PROMOTED OR TRANSFERRED INTERNALLY?
_____ HIRED FROM OUTSIDE THE DEPARTMENT?

G. WAS THE COMPLAINANT OFFERED ANY OTHER POSITION: IF SO, SPECIFY JOB TITLE, GRADE LEVEL, RATE OF PAY: _____

7. IF DISCRIMINATION IN TERMINATION IS ALLEGED:

A. ATTACH COPIES OF COMPLAINANT'S EVALUATION FORM.

B. SPECIFY REASON(S) GIVEN FOR TERMINATION: _____

C. SPECIFY HOW, AND BY WHOM, THE ABOVE REASONS WERE FOUND TO BE SUFFICIENT GROUNDS FOR TERMINATION: _____

D. SPECIFY WHAT EFFORT WERE MADE TO ASSIST THE COMPLAINANT IN IMPROVING JOB PERFORMANCE OR WHAT OTHER ACTIONS WERE TAKEN, INCLUDING PROBATIONARY CONDITIONS, TO AVOID TERMINATION: _____

E. SPECIFY NAME, SEX, RACE/ETHNIC GROUP OF EACH PERSON INVOLUNTARILY TERMINATED WITHIN THE PAST 12 MONTHS: _____

- 8. ATTACH COPIES OF EXTERNAL CHARGES FILED WITH STATE HUMAN RIGHTS BUREAU, OR UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION.
- 9. SPECIFY DEPARTMENT RESPONSE TO EXTERNAL CHARGES, IF ONE WAS FILED:

SIGNATURE OF COMPLAINANT

DATE

APPENDIX 1

Composition of the Experienced Civilian Labor Force by Race and Sex, and Weeks Worked in 1959 and Experienced Workers Not in Labor Force by Sex: 1970

(Do not add to total. Figures in italics in text)

| By State | Total | | | | White | | | | Total | | |
|--|---------|---------|-----|-------|---------|---------|--------|--------|-------|--------|--------|
| | 1970 | 1959 | % | % | 1970 | 1959 | % | % | 1970 | 1959 | % |
| U.S. | 168,725 | 164,137 | 300 | 1,661 | 155,293 | 150,683 | 20,048 | 15,682 | 4,149 | 10,250 | 15,112 |
| Alabama | 19,171 | 19,274 | 57 | 172 | 20,678 | 14,847 | 4,610 | 1,114 | 172 | 610 | 1,659 |
| Alaska | 1,253 | 1,219 | - | - | 1,248 | 1,012 | 125 | 41 | 15 | 61 | 63 |
| Arizona | 117 | 117 | - | - | 117 | 65 | 19 | - | 8 | 4 | 5 |
| Arkansas | 193 | 193 | - | - | 193 | 154 | 19 | 10 | 6 | 6 | 1 |
| California | 2,036 | 2,034 | 3 | 8 | 2,036 | 1,729 | 192 | 65 | 21 | 105 | 154 |
| Colorado | 629 | 618 | - | - | 617 | 723 | 25 | 23 | 10 | 67 | 74 |
| Connecticut | 431 | 447 | - | - | 437 | 472 | 5 | 5 | 5 | 19 | 25 |
| Delaware | 144 | 132 | - | - | 150 | 110 | 5 | - | 5 | 8 | 19 |
| District of Columbia | 642 | 637 | 3 | 6 | 647 | 554 | 61 | 27 | - | 11 | 35 |
| Florida | 611 | 611 | - | 7 | 611 | 713 | 28 | 30 | - | 13 | 9 |
| Georgia | 773 | 752 | 6 | 6 | 773 | 685 | 51 | 37 | 6 | 18 | 25 |
| Hawaii | 145 | 145 | - | - | 145 | 112 | 18 | 5 | 5 | 13 | 30 |
| Idaho | 1,265 | 1,244 | 6 | 29 | 1,250 | 1,295 | 214 | 21 | 2 | 63 | 10 |
| Illinois | 2,000 | 2,000 | - | - | 2,000 | 2,000 | 10 | - | 10 | 33 | 5 |
| Indiana | 256 | 255 | - | - | 256 | 256 | 10 | 12 | - | 19 | 5 |
| Iowa | 685 | 655 | - | 20 | 659 | 548 | 109 | 12 | - | 11 | 4 |
| Kansas | 325 | 313 | 6 | - | 325 | 275 | 48 | 4 | 7 | 11 | 4 |
| Kentucky | 243 | 237 | - | 7 | 243 | 199 | 11 | 33 | 6 | - | 19 |
| Louisiana | 994 | 969 | - | 19 | 978 | 902 | 29 | 37 | - | 52 | 31 |
| Maine | 148 | 135 | 6 | - | 146 | 123 | 23 | - | - | 6 | 6 |
| Massachusetts | 421 | 385 | 4 | 6 | 421 | 266 | 67 | 56 | 5 | 16 | 60 |
| Michigan | 5,020 | 4,999 | 17 | 28 | 5,048 | 2,578 | 2,064 | 486 | 22 | 75 | 254 |
| Minnesota | 1,545 | 1,456 | 17 | 22 | 1,493 | 678 | 613 | 162 | 9 | 29 | 102 |
| Mississippi | 1,124 | 1,108 | - | 6 | 1,119 | 557 | 492 | 110 | 4 | 76 | 78 |
| Missouri | 2,227 | 2,211 | - | 15 | 2,212 | 1,169 | 661 | 132 | 9 | 28 | 78 |
| Montana | 1,676 | 1,810 | - | - | 1,683 | 1,361 | 302 | 170 | 5 | 47 | 310 |
| Nebraska | 973 | 929 | - | - | 965 | 677 | 193 | 85 | 5 | 24 | 191 |
| Nevada | 258 | 218 | - | - | 252 | 218 | 10 | 4 | - | 19 | 10 |
| New Hampshire | 572 | 572 | - | 6 | 572 | 476 | 98 | 18 | - | 4 | 25 |
| New Jersey | 1,135 | 135 | - | - | 135 | 125 | 0 | - | - | 37 | 256 |
| New Mexico | 1,324 | 1,288 | - | 9 | 1,318 | 810 | 153 | 225 | 5 | 93 | 548 |
| New York | 2,734 | 2,629 | 15 | 33 | 2,729 | 2,111 | 415 | 163 | 58 | 93 | 548 |
| North Carolina | 20,425 | 20,205 | 15 | 149 | 20,315 | 17,958 | 1,216 | 471 | 453 | 1,014 | 1,681 |
| North Dakota | 1,763 | 1,752 | - | - | 1,750 | 1,618 | 94 | 38 | 74 | 65 | 133 |
| Ohio | 819 | 758 | - | 7 | 819 | 625 | 194 | 10 | 11 | 29 | 14 |
| Oklahoma | 1,767 | 1,696 | - | 35 | 1,724 | 1,520 | 175 | 68 | 57 | 147 | 123 |
| Oregon | 3,459 | 3,431 | 7 | 22 | 3,438 | 2,948 | 262 | 128 | 132 | 210 | 178 |
| Pennsylvania | 8,107 | 7,943 | - | 57 | 7,987 | 7,210 | 592 | 155 | 105 | 318 | 342 |
| Rhode Island | 825 | 813 | - | 4 | 825 | 761 | 50 | 4 | 19 | 43 | 38 |
| South Carolina | 3,666 | 3,647 | - | 21 | 3,647 | 3,361 | 263 | 38 | 18 | 104 | 110 |
| South Dakota | 1,068 | 1,062 | - | 25 | 1,068 | 993 | 71 | 4 | 43 | 85 | 56 |
| Tennessee | 2,418 | 2,421 | - | 7 | 2,432 | 2,125 | 168 | 109 | 25 | 126 | 118 |
| Texas | 4,610 | 4,565 | 8 | 28 | 4,597 | 4,007 | 518 | 72 | 116 | 227 | 291 |
| Utah | 843 | 819 | - | 9 | 843 | 635 | 159 | 19 | - | 33 | 60 |
| Vermont | 355 | 355 | - | - | 355 | 273 | 71 | 11 | 6 | 5 | 13 |
| Virginia | 2,295 | 2,283 | 3 | 19 | 2,282 | 2,110 | 154 | 18 | 87 | 96 | 98 |
| Washington | 1,117 | 1,108 | 5 | - | 1,117 | 989 | 104 | 24 | 23 | 93 | 120 |
| West Virginia | 9,224 | 9,154 | - | 58 | 9,084 | 7,431 | 1,137 | 518 | 140 | 250 | 701 |
| Wisconsin | 1,288 | 1,282 | - | 18 | 1,278 | 1,128 | 129 | 21 | 26 | 20 | 14 |
| Wyoming | 453 | 453 | - | - | 448 | 382 | 47 | 19 | 9 | 26 | 29 |
| Unemployed | 575 | 575 | - | 2 | 575 | 494 | 61 | 20 | - | 21 | 21 |
| Manufacturing industries | 1,831 | 1,619 | - | 5 | 1,814 | 1,659 | 122 | 33 | 9 | 37 | 103 |
| Retail trade | 2,183 | 2,152 | - | 11 | 2,143 | 1,577 | 295 | 171 | 41 | 97 | 318 |
| Wholesale trade | 1,451 | 1,445 | - | - | 1,435 | 1,158 | 177 | 100 | 25 | 28 | 52 |
| Construction | 292 | 287 | - | - | 292 | 244 | 48 | - | - | 5 | 32 |
| Other services | 1,151 | 1,141 | - | 6 | 1,079 | 789 | 158 | 152 | 30 | 36 | 125 |
| Professional and kindred workers | 6,536 | 6,294 | 11 | 77 | 6,432 | 4,647 | 1,056 | 729 | 210 | 370 | 1,030 |
| Managers and administrators, except farm | 391 | 301 | - | 15 | 296 | 188 | 66 | 42 | - | 69 | 69 |
| Executives and sales managers | 783 | 770 | - | - | 783 | 659 | 91 | 43 | 28 | 82 | 8 |
| Other managers and administrators | 1,566 | 1,555 | - | 7 | 1,557 | 1,490 | 78 | 59 | 33 | 77 | 122 |
| Other professional and kindred workers | 5,896 | 5,423 | 11 | 55 | 5,796 | 4,400 | 611 | 565 | 169 | 384 | 761 |
| Unemployed | 32,364 | 31,451 | 83 | 216 | 31,975 | 23,271 | 6,642 | 2,662 | 953 | 2,316 | 3,186 |
| Unemployed | 152 | 141 | - | - | 148 | 114 | 28 | 6 | - | 6 | - |
| Unemployed | 736 | 733 | 3 | 8 | 736 | 221 | 5 | 10 | 9 | 20 | 20 |
| Unemployed | 122 | 122 | - | - | 122 | 91 | 14 | 17 | 290 | 960 | 1,570 |
| Unemployed | 10,340 | 9,923 | 52 | 74 | 10,198 | 5,660 | 3,575 | 963 | 157 | 383 | 657 |
| Unemployed | 3,512 | 3,351 | 7 | 27 | 3,457 | 1,624 | 1,403 | 403 | 41 | 76 | 263 |
| Unemployed | 2,621 | 2,480 | 37 | 13 | 2,602 | 1,389 | 1,067 | 206 | 41 | 76 | 72 |
| Unemployed | 1,369 | 1,346 | 4 | 10 | 1,344 | 1,111 | 183 | 50 | 14 | 22 | 27 |
| Unemployed | 345 | 333 | - | 7 | 333 | 145 | 137 | 49 | 10 | 119 | 317 |
| Unemployed | 600 | 608 | - | 4 | 607 | 292 | 113 | 102 | 11 | 50 | 66 |
| Unemployed | 212 | 202 | 4 | 7 | 212 | 51 | 122 | 61 | 41 | 108 | 101 |
| Unemployed | 1,142 | 1,103 | 6 | 6 | 1,114 | 818 | 115 | 61 | 4 | 9 | 45 |
| Unemployed | 452 | 410 | - | - | 459 | 240 | 76 | 53 | - | - | - |
| Unemployed | 3,537 | 3,396 | - | 14 | 3,527 | 3,142 | 310 | 45 | 113 | 293 | 267 |
| Unemployed | 1,040 | 1,056 | - | 7 | 1,040 | 1,064 | 71 | 5 | 40 | 129 | 68 |
| Unemployed | 2,457 | 2,428 | - | 7 | 2,447 | 2,128 | 212 | 40 | 73 | 164 | 119 |
| Unemployed | 1,217 | 1,158 | - | 5 | 1,232 | 1,126 | 92 | 14 | 10 | 41 | 65 |
| Unemployed | 726 | 721 | - | - | 726 | 726 | 10 | 13 | 39 | 56 | 33 |
| Unemployed | 8,545 | 8,413 | 17 | 80 | 8,522 | 6,761 | 1,429 | 512 | 149 | 299 | 607 |
| Unemployed | 149 | 150 | - | - | 142 | 142 | 25 | 23 | - | 9 | 19 |
| Unemployed | 117 | 117 | - | - | 117 | 110 | 12 | 5 | - | 10 | 13 |
| Unemployed | 3,81 | 3,731 | 12 | 57 | 3,760 | 2,552 | 567 | 241 | 62 | 94 | 184 |
| Unemployed | 4,739 | 4,49 | - | 23 | 4,75 | 3,629 | 89 | 17 | - | 15 | 24 |
| Unemployed | 4,024 | 3,646 | - | 40 | 4,024 | 3,218 | 516 | 246 | 87 | 171 | 315 |
| Unemployed | 1,628 | 1,574 | - | 15 | 1,613 | 1,315 | 217 | 81 | 63 | 124 | 131 |
| Unemployed | 751 | 723 | - | 15 | 741 | 597 | 113 | 31 | 61 | 85 | 23 |
| Unemployed | 250 | 240 | - | - | 295 | 233 | 33 | 29 | 9 | 5 | 16 |
| Unemployed | 21 | 21 | - | - | 21 | 16 | 5 | - | - | - | 8 |
| Unemployed | 556 | 550 | - | 25 | 550 | 469 | 66 | 21 | 18 | 54 | 65 |
| Unemployed | 636 | 623 | - | 7 | 625 | 517 | 73 | 15 | 16 | 33 | 20 |
| Unemployed | 412 | 409 | - | 7 | 412 | 351 | 40 | 15 | 5 | 27 | 29 |
| Unemployed | 173 | 178 | - | - | 173 | 156 | 17 | - | - | 6 | 6 |
| Unemployed | 1,164 | 1,164 | - | 11 | 1,159 | 981 | 159 | 29 | 57 | 131 | 64 |
| Unemployed | 3,991 | 3,623 | 11 | 29 | 3,657 | 2,653 | 257 | 327 | 172 | 237 | 313 |

Population of the State of Montana, 1900, by Race, Sex, and Color, and by County, 1900. Continued

| County | 1900 | | Total | Male | | | Female | | | Total | Total |
|----------------|------------|------------|-------|------------|------------|------------|------------|------------|-------|-------|-------|
| | Population | Population | | Population | Population | Population | Population | Population | | | |
| Adair | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Beaverhead | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Big Horn | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Blaine | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Bozeman | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Butte | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Chouteau | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Conrad | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Custer | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Deer Lodge | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Golden | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Grant | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Glacier | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Highway | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Hyand | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Jackson | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Jefferson | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Johnston | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Liberty | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Lincoln | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Logan | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Madison | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Mandan | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Mineral | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Missoula | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Moose | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Murray | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Nevada | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Phillips | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Ponderosa | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Potomac | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Richmond | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Sandwich | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Sawyer | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Sheridan | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Silver Bow | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Snowflake | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Snowy Mountain | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Stillwater | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Teton | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Thompson | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Todd | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Townsend | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Traverse | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Two Medicine | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Wahkiakum | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Walla | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Washington | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Wheat | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| White | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |
| Yellowstone | 1,141 | 1,141 | 1,141 | 570 | 570 | 570 | 570 | 570 | 1,141 | 1,141 | |

Table 2. Population of the Employed Civilian Labor Force by Sex, Age, and Weeks Worked in 1939 and Experienced Workers Not in Labor Force by Sex, 1939. Continued

| Type of Work | 1939 | | Total | 1939 | | | | 1939 | | | |
|---|--------|--------|-------|------|--------|--------|--------|--------|-------|--------|--------|
| | Male | Female | | Male | Female | Total | Male | Female | Total | | |
| TYPE B (Continued) | | | | | | | | | | | |
| Female, 35 years and over | 93 835 | 83 343 | 157 | 272 | 81 770 | 43 355 | 77 551 | 19 732 | 8 330 | 23 325 | 23 114 |
| Female, 15 years and over | 15 270 | 15 270 | 15 | 127 | 15 270 | 5 400 | 5 124 | 2 111 | 1 075 | 2 630 | 4 171 |
| Agriculture, forestry, and fishing | 521 | 510 | — | — | 529 | 265 | 64 | 102 | 21 | 49 | 57 |
| Farmers, farm managers, and foremen | 27 | 25 | — | — | 21 | 21 | — | — | 8 | 10 | 16 |
| Farm laborers and farm hands | 494 | 485 | — | — | 499 | 244 | 65 | 69 | 4 | 39 | 67 |
| Forestry workers | 11 | 11 | — | — | 11 | 11 | — | — | — | 7 | 6 |
| Fishermen | 10 | 10 | — | — | 38 | 27 | 6 | 5 | 12 | 11 | 16 |
| Manufacturing and construction | 3 150 | 3 125 | 4 | 49 | 3 112 | 1 510 | 711 | 471 | 251 | 520 | 639 |
| Manufacturing | 111 | 107 | — | — | 111 | 62 | 20 | 14 | 14 | 32 | 37 |
| Construction | 2 039 | 2 018 | 4 | 49 | 2 022 | 1 267 | 691 | 457 | 237 | 588 | 602 |
| Construction workers | 621 | 615 | — | — | 617 | 273 | 140 | 79 | 65 | 140 | 153 |
| Construction foremen | 46 | 45 | — | — | 46 | 19 | 15 | 12 | — | 15 | 19 |
| Construction laborers | 364 | 365 | — | — | 364 | 138 | 59 | 67 | 11 | 72 | 114 |
| Construction foremen | 251 | 250 | — | — | 251 | 83 | 215 | 132 | 15 | 31 | 59 |
| Construction laborers | 1 111 | 1 118 | — | — | 1 111 | 627 | 384 | 245 | 101 | 334 | 425 |
| Construction foremen | 637 | 637 | — | — | 637 | 176 | 291 | 168 | 10 | 72 | 112 |
| Construction laborers | 147 | 141 | — | — | 143 | 79 | 29 | 35 | 17 | 34 | 43 |
| Construction foremen | 119 | 115 | — | — | 115 | 67 | 21 | 27 | 6 | 22 | 32 |
| Construction laborers | 182 | 182 | — | — | 182 | 71 | 110 | 140 | 21 | 50 | 67 |
| Construction foremen | — | — | — | — | — | — | — | — | — | 10 | 15 |
| Construction laborers | 142 | 142 | — | — | 142 | 54 | 29 | 42 | 15 | 27 | 32 |
| Construction foremen | 1 421 | 1 421 | — | — | 1 421 | 674 | 331 | 217 | 127 | 159 | 205 |
| Construction laborers | 4 651 | 4 605 | 4 | 33 | 4 722 | 3 706 | 176 | 420 | 174 | 1 078 | 1 272 |
| Construction foremen | 440 | 440 | — | — | 440 | 316 | 40 | 25 | 28 | 69 | 84 |
| Construction laborers | 145 | 140 | — | — | 145 | 410 | 59 | 57 | 37 | 147 | 175 |
| Construction foremen | 190 | 178 | 4 | — | 165 | 87 | 77 | 21 | 29 | 25 | 31 |
| Construction laborers | 1 365 | 1 317 | — | 13 | 1 313 | 1 053 | 165 | 115 | 124 | 259 | 329 |
| Construction foremen | 1 221 | 1 219 | — | 14 | 1 194 | 948 | 150 | 106 | 97 | 293 | 371 |
| Construction laborers | 463 | 475 | — | — | 474 | 385 | 52 | 37 | 30 | 69 | 83 |
| Construction foremen | 1 071 | 1 073 | — | — | 1 072 | 850 | 116 | 76 | 59 | 195 | 218 |
| Construction laborers | 557 | 553 | — | — | 548 | 451 | 47 | 50 | 50 | 85 | 118 |
| Construction foremen | 7 012 | 6 560 | 9 | 62 | 6 502 | 3 107 | 1 436 | 1 759 | 455 | 2 411 | 3 138 |
| Construction laborers | 703 | 678 | — | 20 | 577 | 241 | 163 | 173 | 70 | 161 | 214 |
| Construction foremen | 340 | 340 | — | — | 340 | 285 | 39 | 44 | 23 | 67 | 80 |
| Construction laborers | 4 973 | 4 541 | 5 | 42 | 4 614 | 2 340 | 1 028 | 1 260 | 675 | 1 836 | 2 132 |
| Construction foremen | 237 | 237 | — | — | 237 | 107 | 58 | 45 | 34 | 90 | 94 |
| Construction laborers | 772 | 755 | 4 | — | 747 | 372 | 138 | 237 | 103 | 247 | 484 |
| Construction foremen | 29 464 | 27 936 | 50 | 152 | 29 975 | 16 035 | 5 406 | 5 234 | 3 189 | 8 565 | 8 587 |
| Construction laborers | 703 | 703 | — | 2 | 687 | 492 | 118 | 77 | 73 | 167 | 157 |
| Construction foremen | 5 422 | 5 283 | 13 | 42 | 5 222 | 3 657 | 811 | 754 | 589 | 975 | 1 165 |
| Construction laborers | 2 051 | 2 017 | 6 | 5 | 1 945 | 1 040 | 422 | 433 | 154 | 531 | 575 |
| Construction foremen | 643 | 639 | — | — | 609 | 312 | 171 | 175 | 26 | 112 | 154 |
| Construction laborers | 436 | 436 | — | — | 436 | 31 | 45 | 169 | 37 | 65 | 153 |
| Construction foremen | 392 | 345 | — | 7 | 331 | 153 | 105 | 73 | 43 | 107 | 180 |
| Construction laborers | 731 | 727 | — | — | 703 | 418 | 181 | 104 | 91 | 171 | 199 |
| Construction foremen | 151 | 146 | — | — | 138 | 88 | 26 | 24 | 15 | 69 | 43 |
| Construction laborers | 423 | 423 | — | — | 412 | 233 | 109 | 70 | 61 | 86 | 79 |
| Construction foremen | 116 | 111 | — | — | 110 | 82 | 14 | 14 | 28 | 6 | 28 |
| Construction laborers | 943 | 924 | — | — | 879 | 453 | 223 | 203 | 94 | 271 | 275 |
| Construction foremen | 6 398 | 6 210 | 12 | 22 | 6 138 | 3 634 | 1 499 | 1 095 | 719 | 1 616 | 1 511 |
| Construction laborers | 879 | 879 | — | 3 | 872 | 681 | 111 | 80 | 122 | 173 | 139 |
| Construction foremen | 1 081 | 1 029 | — | — | 1 046 | 719 | 165 | 142 | 213 | 367 | 211 |
| Construction laborers | 1 836 | 1 661 | — | 18 | 1 676 | 892 | 458 | 438 | 252 | 447 | 627 |
| Construction foremen | 7 047 | 6 617 | 19 | 53 | 6 492 | 3 491 | 1 375 | 1 626 | 708 | 1 537 | 2 012 |
| Construction laborers | 952 | 872 | 2 | 7 | 901 | 494 | 206 | 127 | 70 | 358 | 434 |
| Construction foremen | 86 | 81 | — | — | 81 | 46 | 28 | 7 | 15 | 29 | 10 |
| Construction laborers | 3 093 | 2 927 | 6 | 26 | 2 898 | 1 554 | 715 | 629 | 404 | 1 782 | 1 596 |
| Construction foremen | 52 | 25 | — | — | 40 | 16 | 13 | 11 | 25 | 49 | 76 |
| Construction laborers | — | — | — | — | — | — | — | — | — | 9 | 15 |
| Construction foremen | 38 | 33 | — | — | 38 | 15 | 19 | 4 | 25 | 37 | 21 |
| Construction laborers | 295 | 291 | — | — | 261 | 135 | 56 | 40 | 37 | 106 | 65 |
| Construction foremen | 944 | 910 | — | 26 | 929 | 573 | 202 | 154 | 80 | 305 | 318 |
| Construction laborers | 39 | 39 | — | — | 39 | 14 | 5 | 20 | 5 | 33 | 27 |
| Construction foremen | 365 | 340 | — | — | 348 | 214 | 83 | 51 | 50 | 167 | 203 |
| Construction laborers | 282 | 244 | 6 | — | 253 | 125 | 60 | 49 | 16 | 99 | 109 |
| Construction foremen | 10 | 4 | — | — | 10 | 6 | — | — | — | 6 | 5 |
| Construction laborers | 576 | 519 | — | — | 524 | 253 | 122 | 129 | 67 | 247 | 357 |
| Construction foremen | 472 | 472 | — | — | 456 | 273 | 145 | 168 | 90 | 227 | 323 |
| Construction laborers | 242 | 235 | — | — | 229 | 103 | 68 | 38 | 50 | 123 | 213 |
| Construction foremen | 142 | 142 | — | — | 129 | 60 | 63 | 6 | 18 | 82 | 129 |
| Construction laborers | 142 | 142 | — | — | 129 | 60 | 63 | 6 | 11 | 77 | 113 |
| Construction foremen | 106 | 93 | — | — | 100 | 43 | 25 | 32 | 32 | 41 | 84 |
| Construction laborers | 54 | 54 | — | — | 54 | 24 | 11 | 19 | 17 | 11 | 63 |
| Construction foremen | 296 | 237 | — | — | 227 | 160 | 57 | 70 | 40 | 104 | 140 |
| Construction laborers | 383 | 376 | — | — | 365 | 144 | 177 | 44 | 4 | 63 | 225 |
| Construction foremen | 1 069 | 1 028 | — | 27 | 951 | 436 | 227 | 328 | 121 | 371 | 413 |
| Construction laborers | 669 | 638 | 4 | 8 | 636 | 702 | 52 | 42 | 22 | 72 | 159 |
| Construction foremen | 1 269 | 1 194 | 6 | 5 | 1 144 | 603 | 241 | 241 | 64 | 249 | 912 |
| Construction laborers | 574 | 524 | — | 5 | 511 | 168 | 58 | 255 | 33 | 199 | 577 |
| Construction foremen | 656 | 610 | 6 | — | 633 | 512 | 65 | 56 | 31 | 50 | 415 |
| Construction laborers | 23 549 | 22 768 | 59 | 290 | 21 644 | 9 374 | 5 819 | 4 341 | 2 410 | 7 213 | 10 523 |
| Construction foremen | 3 473 | 3 359 | 15 | 74 | 3 147 | 1 372 | 719 | 976 | 357 | 1 151 | 1 474 |
| Construction laborers | 1 323 | 1 293 | 3 | 48 | 1 175 | 435 | 345 | 395 | 190 | 602 | 454 |
| Construction foremen | 11 473 | 11 240 | 24 | 135 | 10 736 | 4 617 | 3 229 | 3 475 | 1 712 | 3 870 | 5 115 |
| Construction laborers | 3 073 | 3 073 | — | 44 | 3 463 | 1 515 | 1 229 | 719 | 310 | 1 045 | 1 211 |
| Construction foremen | 4 412 | 4 319 | 4 | 43 | 4 246 | 1 720 | 1 111 | 1 111 | 601 | 2 072 | 3 213 |
| Construction laborers | 4 142 | 3 976 | 10 | 3 | 3 907 | 2 163 | 601 | 613 | 313 | 1 123 | 1 411 |
| Construction foremen | 2 813 | 2 705 | 5 | 51 | 2 427 | 1 315 | 617 | 655 | 239 | 833 | 1 119 |
| Construction laborers | 731 | 745 | 6 | 8 | 758 | 545 | 170 | 93 | 65 | 141 | 127 |
| Construction foremen | 2 613 | 2 713 | 5 | 8 | 2 575 | 1 174 | 740 | 671 | 147 | 697 | 811 |
| Construction laborers | 1 796 | 1 294 | — | 10 | 1 217 | 629 | 376 | 212 | 65 | 313 | 275 |
| Construction foremen | 3 332 | 3 649 | 11 | 35 | 3 787 | 265 | 470 | 1 312 | 272 | 915 | 1 454 |
| Construction laborers | 132 | 127 | — | — | 117 | 75 | 7 | 7 | — | 5 | 6 |
| Construction foremen | 3 075 | 2 942 | 11 | 35 | 2 670 | 650 | 635 | 1 343 | 272 | 950 | 1 412 |
| Construction laborers | 243 | 243 | — | — | — | — | — | — | — | — | — |

See separate tables for experienced workers and unskilled workers not in labor force by sex, age, and weeks worked.

Native American Statistics obtained from the Data User's Service of the Bureau of the Censuses, U.S. Department of Commerce. These statistics were directly compiled by the Data User's Service from the 1970 Census.

| <u>Code</u> | <u>Occupation</u> | Native American | Native American |
|--|---|-----------------|-----------------|
| | | Male | Female |
| <u>Professional, Technical, and Kindred Workers:</u> | | | |
| 001 | Accountants | 4 | 3 |
| 002 | Architects | | |
| 003 | Computer Programmers | | |
| 004 | Computer Systems Analysts | | |
| 005 | Computer Specialists, N.E.C. | | |
| 011 | Civil Engineers | 17 | |
| 012 | Electrical and Electronic Engineers | | |
| 013 | Industrial Engineers | | |
| 014 | Mechanical Engineers | | |
| 015 | Metallurgical and Materials Engineers | | |
| 031 | Lawyers | | |
| 032 | Librarians | 5 | 4 |
| 033 | Archivists and Curators | | |
| 045 | Chemists | | |
| 055 | Operations and Systems Researchers and Analysts | | |
| 056 | Personnel and Labor Relations Workers | 5 | 8 |
| 075 | Registered Nurses | 4 | 28 |
| 091 | Economists | 10 | |
| 096 | Social Scientists, N.E.C. | | |
| 141 | Adult Education Teachers | | 5 |

| <u>Code</u> | <u>Occupation</u> | Native American | Native American |
|--|---|-----------------|-----------------|
| | | Male | Female |
| 152 | Draftsmen | 20 | |
| 153 | Electrical and Electronic Engineering Technicians | | |
| 162 | Engineering and Science Technicians, N.E.C. | 14 | 6 |
| 173 | Technicians, N.E.C. | | |
| 184 | Editors and Reporters | | |
| 190 | Painters and Sculptors | 5 | 5 |
| 191 | Photographers | | |
| 192 | Public Relations Men and Publicity Writers | 14 | |
| <u>Managers and Administrators, Except Farm:</u> | | | |
| 202 | Bank Officers and Financial Managers | 6 | |
| 216 | Managers and Superintendents, Building | | |
| 225 | Purchasing Agents and Buyers, N.E.C. | | |
| 233 | Sales Managers, Except Retail Trade | 5 | |
| 245 | Managers and Administrators, N.E.C. | 64 | 5 |
| <u>Sales Workers:</u> | | | |
| 270 | Real Estate Agents and Brokers | | |
| <u>Clerical and Kindred Workers:</u> | | | |
| 301 | Bank Tellers | | |
| 305 | Bookkeepers | 13 | 41 |
| 315 | Dispatchers and Starters, Vehicle | 6 | |

| <u>Code</u> | <u>Occupation</u> | Native American | Native American |
|---------------------------------------|---|-----------------|-----------------|
| | | Male | Female |
| 321 | Estimators and Investigators, N.E.C. | 15 | 12 |
| 325 | File Clerks | | 34 |
| 330 | Library Attendants and Assistants | 6 | 5 |
| 332 | Mail Handlers, except post office | 6 | |
| 333 | Messengers and Office Boys | | |
| 343 | Computer and Peripheral Equipment Operators | | |
| 344 | Duplicating Machine Operators | | 4 |
| 345 | Keypunch Operators | | |
| 355 | Office Machine Operators, N.E.C. | | |
| 360 | Payroll and Timekeeping Clerks | 4 | 5 |
| 363 | Real Estate Appraisers | 8 | |
| 372 | Secretaries, N.E.C. | 5 | 217 |
| 374 | Shipping and Receiving Clerks | 10 | |
| 376 | Stenographers | | 36 |
| 381 | Stock Clerks and Storekeepers | 38 | |
| 385 | Telephone Operators | | 14 |
| 391 | Typists | 6 | 170 |
| 394 | Miscellaneous Clerical Workers | 37 | 8 |
| 395 | Not Specified Clerical Workers | 32 | 63 |
| <u>Craftsmen and Kindred Workers:</u> | | | |
| 405 | Bookbinders | | |
| 410 | Brickmasons and Stonemasons | 12 | |
| 413 | Cabinetmakers | | |

| <u>Code</u> | <u>Occupation</u> | Native American | Native American |
|--------------------------------------|--|-----------------|-----------------|
| | | Male | Female |
| 415 | Carpenters | 171 | 10 |
| 424 | Cranemen, Derrickmen, and Hoistmen | 23 | |
| 430 | Electricians | 21 | |
| 436 | Excavating, Grading, and Road Machine Operators | 78 | |
| 452 | Inspectors, N.E.C. | 10 | |
| 461 | Machinists | 37 | |
| 470 | Air Conditioning, Heating, and Refrigeration | | |
| 473 | Automobile Mechanics | 36 | |
| 481 | Heavy Equipment Mechanics, Including Diesel | 55 | |
| 484 | Office Machine | | |
| 592 | Miscellaneous Mechanics and Repairmen | 65 | 25 |
| 510 | Painters Construction and Maintenance | 12 | |
| 520 | Plasterers | | |
| 522 | Plumbers and Pipefitters | 43 | |
| 530 | Pressmen and Plate Printers, Printing | 5 | |
| 534 | Roofers and Slaters | 10 | |
| 535 | Sheetmetal Workers and Tinsmiths | | |
| 545 | Stationary Engineers | | |
| 552 | Telephone Installers and Repairmen | 10 | |
| <u>Operatives, Except Transport:</u> | | | |
| 610 | Checkers, Examiners, and Inspectors, Manufacturing | 8 | 5 |
| 612 | Cutting Operatives, N.E.C. | 4 | |
| 623 | Garage Workers and Gas Station Attendants | 50 | 4 |

| <u>Code</u> | <u>Occupation</u> | Native American | Native American |
|---|---|-----------------|-----------------|
| | | Male | Female |
| 642 | Oilers and Greasers, Exc. Auto | 7 | |
| 643 | Packers and Wrappers, Except meat and produce | 14 | 25 |
| 645 | Photographic Process Workers | | |
| 680 | Welders and Flame Cutters | 34 | |
| 690 | Machine Operatives, Miscellaneous Specified | 39 | 4 |
| 692 | Machine Operatives, Not Specified | | |
| 694 | Miscellaneous Operatives | 28 | 12 |
| 706 | Fork Lift and Tow Motor Operatives | 18 | |
| 715 | Truck Drivers | 90 | |
| 755 | Gardeners and Groundskeepers, Exc. Farm | 13 | 4 |
| 770 | Warehousemen, N.E.C. | 4 | |
| 780 | Miscellaneous Laborers | 93 | |
| <u>Service Workers, Except Private Household:</u> | | | |
| 902 | Cleaners and Charwomen | 22 | 40 |
| 903 | Janitors and Sextons | 205 | 22 |
| 922 | Health Aides, Exc. Nursing | 9 | 26 |
| 943 | Elevator Operators | | |
| 961 | Firemen, Fire Protection | 5 | |
| 962 | Guards and Watchmen | 24 | |
| 964 | Policemen and Detectives | 85 | |
| <u>All Other Occupations:</u> | | | |
| 999 | All Other Occupations | 2553 | 1521 |

APPENDIX 3 - MATERNITY LEAVE

Title 41, Chapter 26, R.C.M. 1947

41-2601. Definitions. (1) "Commissioner" means the commissioner of labor and industry.

(2) "Employer" means any public or private employer.

41-2602. Denial of maternity leave unlawful. (1) It shall be unlawful for an employer or his agent:

(a) to terminate a woman's employment because of her pregnancy, or

(b) to refuse to grant to the employee a reasonable leave of absence for such pregnancy, or

(c) to deny to the employee, who is disabled as a result of pregnancy, any compensation to which she is entitled as a result of the accumulation of disability or leave benefits accrued pursuant to plans maintained by her employer; provided that the employer may require disability as a result of pregnancy to be verified by medical certification that the employee is not able to perform her employment duties, or

(d) to retaliate against any employee who files a complaint with the commissioner under the provisions of this act, or

(e) to require that an employee take a mandatory maternity leave for an unreasonable length of time.

(2) Upon signifying her intent to return at the end of her leave of absence, such employee shall be reinstated to her original job or to an equivalent position with equivalent pay and accumulated seniority, retirement, fringe benefits, and other service credits unless, in the case of a private employer, the employer's circumstances have so changed as to make it impossible or unreasonable to do so.

41-2603. Complaint--how filed. A person claiming to be aggrieved by a violation of section 41-2602 may make, sign, and file a verified complaint with the commissioner of labor and industry which shall state the circumstances of the violation and the particulars thereof and shall contain such other information as may be required by the commissioner. In addition, the commissioner whenever he has reason to believe that section 41-2602 has been or is being violated, may issue a complaint. Within sixty (60) days of the receipt of a complaint the commissioner shall state his findings of fact and decision.

If, upon all the evidence, the commissioner finds that a respondent has engaged in a violation of section 41-2602, he shall state his findings of fact and shall order the respondent to reinstate the complainant if she so desires and to pay to the complainant the damages resulting from the violation. If, upon all the evidence, the commissioner finds that the respondent has not engaged in a violation of section 41-2602, he shall state his findings of fact and shall dismiss the complaint.

41-2604. Enforcement. The commissioner or his authorized representatives may enter and inspect such place, question such employees, and investigate such fact, conditions, or matters as they consider appropriate, to determine whether any person has violated any provision of this act or any regulation issued hereunder or which may aid in the enforcement of the provisions of this act.

The commissioner or his authorized representatives may administer oaths and examine witnesses under oath, issue subpoenas, compel the attendance of witnesses, and the production of papers, books, accounts, records, payrolls, documents, and testimony, and take depositions and affidavits in any proceeding before the commissioner.

41-2605. Regulations. The commissioner shall make and revise administrative regulations to carry out the purposes of this act. Rule making under this act shall comply with the provisions of the Montana Administrative Procedure Act.

41-2606. Individual action. Nothing in this act shall preclude an individual from prosecuting a private action in the district court alleging violation of the provision of this act or any other act.

APPENDIX 4 - MONTANA RECRUITMENT SOURCES

- Section 1. Employment Service Offices and WIN Centers
- Section 2. Vocational-Technical Centers
- Section 3. Colleges and Junior Colleges
- Section 4. College Affiliated Groups
- Section 5. Urban Indian Alliances
- Section 6. Indian Reservations
- Section 7. Other Recruitment Sources
- Section 8. Local Minority Groups
- Section 9. Local Women's Groups
- Section 10. Daily Newspapers
- Section 11. Weekly Newspapers
- Section 12. Weekly Newspapers on or adjacent to reservations

Section 1. LOCAL EMPLOYMENT SERVICE OFFICES

Ramie VanSteeland, Manager
Anaconda Employment Service
416 East Park
Anaconda, Montana 59711
Phone: 563-3444

Clarence Nybo, Director
Billings Employment Service
624 North 24th Street
Billings, Montana 59101
Phone: 248-7371

Jack Boston, Director
Bozeman Employment Service
234 East Main
Bozeman, Montana 59715
Phone: 586-5455

Jack Sullivan, Director
Butte Employment Service
206 West Granite
Butte, Montana 59701
Phone: 792-0417

Don Crail, Director
Cut Bank Employment Service
513 East Main Street
Cut Bank, Montana 59427
Phone: 873-2191

Paul Stahl, Director
Dillon Employment Service
126 South Montana
Dillon, Montana 59725
Phone: 683-5501

Roy Hagen, Director
Glasgow Employment Service
238 Second Avenue South
Glasgow, Montana 59230
Phone: 228-9369

Alvin Fisher, Director
Glendive Employment Service
211 South Kendrick
Glendive, Montana 59330
Phone: 365-3314

Bill Cady, Director
Great Falls Employment Serv.
1018 7th Street South
Great Falls, Montana 59405
Phone: 761-1731

William Lubke, Director
Hamilton Employment Service
333 Main Street
Hamilton, Montana 59840
Phone: 363-1822

Section 1.

WIN CENTERS

Butte WIN-CEP Center
Idaho and Mercury Street
Butte, Montana 59701

Glasgow WIN Center
Glasgow AFB
Box 4696
Glasgow, Montana 59231

Kalispell WIN Center
37 1st Street West
Kalispell, Montana 59901

Cut Bank WIN Center
Box 837
Browning, Montana 59417

Helena WIN-CEP Center
529 North Warren
Helena, Montana 59601

Billings WIN Center
2807 Montana Avenue
Billings, Montana 59101

Section 2. VOCATIONAL-TECHNICAL CENTERS

Billings Vo-Tech Center
Glenn Burgess, Director
3615 Montana Avenue
Billings, Montana 59102
Phone: 248-7741

Butte Vo-Tech Center
Dr. Joseph Sicotte, Director
404 South Wyoming
Butte, Montana 59701
Phone: 792-4256

Great Falls Vo-Tech Center
James Carey, Director
1015 1st Avenue North
Great Falls, Montana 59401
Phone: 761-5800

Helena Vo-Tech Center
William Korizek, Director
1115 Roberts Street
Helena, Montana 59061
Phone: 442-0060

Missoula Technical Center
T. E. Downey, Director
909 South Avenue West
Missoula, Montana 59801
Phone: 728-2400

Section 3. COLLEGES AND JUNIOR COLLEGES

Keith Clawson
Placement Officer
Northern Montana College
Havre, Montana 59501
Phone: 265-07821 Ext. 263

Mike Gallagher
Director of Teacher Placement
Rocky Mountain College
Billings, Montana 59101
Phone: 245-6151 Ext. 203

C. Thomas Messick, Director
Career Placement
Montana State University
Bozeman, Montana 59715
Phone: 994-4353

Victor Signori
Director of Placement
Eastern Montana College
Billings, Montana 59101
Phone: 657-2366

Dr. Don Hjelmseth
Career Planning and Placement
Room 8, Main Hall
Missoula, Montana 59801
Phone 243-2022

Virgil Alme
Director of Placement
Western Montana College
Dillon, Montana 59725
Phone: 683-7011

Paul Fasting
Counseling and Placement
Dawson Community College
Glendive, Montana 59330
Phone: 365-3396

Victor Beneventi
Director of Placement
Carroll College
Helena, Montana 59601
Phone: 442-3450

Jane Burnham
Women's Resource Center
University of Montana
Missoula, Montana 59801
Phone: 243-4153

Flathead Valley Community College
15 First Street East
Kalispell, Montana 59901
Phone: 755-5222

Sister Carol Ann Richlie
College of Great Falls
1301 20th Street
Great Falls, Montana 59401
Phone: 761-8210

Mr. Vernon R. Kailey, President
Miles City Community College
2715 Dickenson
Miles City, Montana 59301
Phone: 232-3031

Gus Stoltz
Placement Director
Montana College of Mineral
Sciences and Technology
Butte, Montana 59701
Phone: 792-8321

Section 4. COLLEGE AFFILIATED GROUPS

Ms. Jane Burnham
Women's Resource Center
University of Montana
Missoula, Montana 59801
Phone: 243-4153

Afro-American Studies
University of Montana
Missoula, Montana 59801
Phone: 243-2651

Robert Peregoy
Native American Studies
Montana State University
Bozeman, Montana 59715
Phone: 994-3881

Ms. Henrietta V. Whiteman, Director
Native American Studies
University of Montana
Missoula, Montana 59801
Phone: 243-5831

Ms. Scottie Giebink
Focus on Women
Montana State University
Bozeman, Montana 59715
Phone: 994-3381

Robert Conley
Coordinator of Indian Culture
Native American Studies
Eastern Montana College
Billings, Montana 59101
Phone: 657-2011

Section 5.

URBAN INDIAN ALLIANCES

Trinka Michaelson, Director
Anaconda Indian Alliance
524 East Park
Anaconda, Montana 59711
Phone: 563-3450

Vera Garmann, Director
Montana North American
Indian Alliance
12 East Galena
Butte, Montana 59701
Phone: 723-4361

Leo Pocha, Director
Helena Indian Alliance
436 North Jackson
Helena, Montana 59601
Phone: 442-9334

Sherry Stadler, Director
Qua Qui Corporation
508 Toole Avenue
Missoula, Montana 59801
Phone: 728-0340

Director
Billings American Indian Council
23 South 27th
Billings, Montana 59101
Phone: 252-5821

James Contway, Director
Hi-Line Indian Alliance
327 Main Street
Havre, Montana 59501
Phone: 265-7827

Mary Kendall, Director
Great Falls Indian Education Center
710 Central Avenue
Great Falls, Montana 59401
Phone: 761-3165

Ernie Bighorn, Director
Indian Development and Educational
Alliance
504 Main
Miles City, Montana 59301
Phone: 232-6112

Section 6.

INDIAN RESERVATIONS

Rocky Boy Reservation
John Windy Boy, Chairperson
Business Committee of
Chippewa-Cree Tribe
Rocky Boy Route
Box Elder, Montana 59521
Phone: 395-2404

Flathead Reservation
Harold Mitchell Jr., Chairperson
Confederated Salish and Kootenai
Tribe
Flathead Reservation
Dixon, Montana 59831
Phone: 246-3595

Blackfeet Reservation
Earl Old Person, Chairperson
Blackfeet Tribal Business
Council
Browning, Montana 59417
Phone: 338-5311

Crow Reservation
Pat Stands, Chairperson
Crow Tribal Council
P.O. Box 170
Crow Agency, Montana 59022
Phone: 638-2671

Fort Belknap Reservation
Jack Plumage, President
Fort Belknap Comm. College
Fort Belknap Agency
Harlem, Montana 59526
Phone: 353-2258

Northern Cheyenne
Allen Rowland, President
Northern Cheyenne Tribal Council
P.O. Box 153
Lame Deer, Montana 59043
Phone: 477-6240

Fort Peck Reservation
Norman Hollow, Chairperson
Fort Peck Executive Board
Assiniboine and Sioux Tribes
of the Fort Peck Indian
Reservation
P.O. Box 1027
Poplar, Montana 59255
Phone: 768-3759

Section 7. OTHER RECRUITMENT SOURCES

John Ault
Social Services Director
Montana State Prison
Box 7
Deer Lodge, Montana 59722

Steve Goldstein, Coordinator
Montana State Low-Income
Organization
436 North Jackson
Helena, Montana 59601

Mountain Plains Education
Project
600 North Cooke
Helena, Montana 59601

Rocky Mountain Development Council
Box 721
Helena, Montana 59601

Lee Topash
Human Resources Development
Institute
AFL-CIO
P.O. Box 1176
Helena, Montana 59601

Montana Association for Retarded
Citizens
Aage Hanson, Executive Director
P.O. Box 625
Helena, Montana 59601

Lee Topash
Board of Directors
North American Indian
League
Montana State Prison
Box 1176
Helena, Montana 59601

Leonard Smith, Director
Native American Talent Bank
Department of Community Affairs
Capitol Station
Helena, Montana 59601

Gordon Fillinger
State Teacher Placement
Officer
Employment Security Division
Employment Security Building
Helena, Montana 59601

Fred Barrett, Administrator
Employment Security Division
Employment Security Building
Helena, Montana 59601

Patricia Clark
Career Education Coordinator
National Cooperative for Career
Education
School of Education
University of Montana
Missoula, Montana 59801
Phone: 243-5262

Section 8. LOCAL MINORITY GROUPS

Yellowstone Ethnic and
Low-Income Coalition
Rev. Robert Freeman
34 Adams
Billings, Montana 59101

Zane Strang
Bureau of Indian Affairs
Employment Assistance Spec.
316 North 26th Street
Billings, Montana 59101

Latinos Club
c/o Ralph Gallardo
701 South 33rd Street
Billings, Montana 59101

Montana Migrant Council
c/o Rev. A. R. Vialpando
514 South 37th Street
Billings, Montana 59101

Welfare Rights Organization
c/o Ms. Somkid Yampradit
305 South 35th Street
Billings, Montana 59101

Karen Fenton, Director
Human Resources Development
Program
Confederated Salish-
Kootenai Tribes
Dixon, Montana 59831

Jessie James, President
Association of Montana Native
American Counselors
1808 Seventh Avenue North
Great Falls, Montana 59401

George Henkel, Executive
Director
Montana United Indian Assn.
P.O. Box 786
Helena, Montana 59601

Bert Babby
Federal Women's Program Coordinator
for Indian Health Service
2409 Dahlia Lane
Billings, Montana 59101

Billings American Indian Council
c/o Ms. Edith Weisanen
Northern Plains Craft Shop
2822 First Avenue North
Billings, Montana 59101

James Gonzalez, President
Montana Mexican Concilio
Box 2031
Billings, Montana 59101

People's Betterment League
c/o Ms. Bonnie Hoven
13 Prince Albert
Billings, Montana 59101

Therese Hanway, Project Director
Pride In Heritage Program
2825 Farragut, A-201
Butte, Montana 59701

Mary Kendall
Opportunities Inc.
601 11th Street North
Great Falls, Montana 59401

Merle Lucas
Coordinator of Indian Affairs
Department of Community Affairs
1424 Ninth Avenue
Helena, Montana 59601

Tom Vander Veiden
Bureau of Indian Affairs
Helena Employment Assistance Office
638 Logan
Helena, Montana 59601

Section 9.

LOCAL WOMEN'S GROUPS

Joan Duncan
Room 2
Power Block, South Annex
Helena, Montana 59601

Women's Resource Center
University Center
University of Montana
Missoula, Montana 59801

Scottie Giebink
Focus on Women
Montana State University
Bozeman, Montana 59715

Section 10.

DAILY NEWSPAPERS

Billings Gazette
401 North Broadway
Billings, Montana 59101

Montana Standard
P.O. Box 627
Butte, Montana 59701

Ravalli Republic
232 Main
Hamilton, Montana 59840

Independent Record
P.O. Box 557
Helena, Montana 59601

Livingston Enterprise
Livingston
Montana 59047

Missoulian
502 North Higgins
Missoula, Montana 59801

Bozeman Daily Chronicle
32 North Rouse
Bozeman, Montana 59715

Great Falls Tribune
121 Fourth Street North
Great Falls, Montana 59401

Havre Daily News
119 Second
Havre, Montana 59501

Daily Inter Lake
Kalispell
Montana 59901

Miles City Star
Miles City
Montana 59301

Section 11.

WEEKLY NEWSPAPERS

| | |
|--|---|
| Anaconda Leader Anaconda, Montana 59711 | Fallon County Times Baker, Montana 59313 |
| Belt Valley Times Belt, Montana 59412 | The Mountaineer Big Sandy, Montana 59520 |
| Big Timber Pioneer Big Timber, Montana 59011 | Billings Times Billings, Montana 59101 |
| Montana Oil Journal Billings, Montana 59101 | Western Livestock Reporter Billings, Montana 59101 |
| Boulder Monitor Boulder, Montana 59632 | High Country Bozeman, Montana 59715 |
| Powder River Examiner Broadus, Montana 59317 | Cascade Courier Cascade, Montana 59421 |
| Liberty County Times Chester, Montana 59522 | Chinook Opinion Chinook, Montana 59523 |
| Choteau Acantha Choteau, Montana 59422 | Circle Banner Circle, Montana 59215 |
| Hungry Horse News Columbia Falls, Montana 59912 | Columbus News Columbus, Montana 59019 |
| Independent-Observer Conrad, Montana 59425 | The Searchlight Culbertson, Montana 59218 |
| Silver State Post Deer Lodge, Montana 59722 | Tribune Examiner Dillon, Montana 59725 |
| Ekalaka Eagle Ekalaka, Montana 59324 | Tobacco Valley News Eureka, Montana 59917 |
| Fairfield Times Fairfield, Montana 59436 | Fairview News Fairview, Montana 59221 |
| Forsyth Independent Forsyth, Montana 59327 | River Press Fort Benton, Montana 59442 |
| Ranger-Review Glendive, Montana 59330 | Montana Catholic Register Great Falls, Montana 59401 |
| Western News Hamilton, Montana 59840 | Times-Clarion Harlowton, Montana 59036 |
| Westmont Word Helena, Montana 59601 | Hysham Echo Hysham, Montana 59038 |
| Jordan Tribune Jordan, Montana 59337 | Kalispell Weekly News Kalispell, Montana 59901 |

| | |
|---|--|
| Rocky Mountain Informer Kalispell, Montana 59901 | Laurel Outlook Laurel, Montana 59044 |
| News-Argus Lewistown, Montana 59457 | Western News Libby, Montana 59923 |
| Park County News Livingston, Montana 59047 | Phillips County News Malta, Montana 59538 |
| Philipsburg Mail Philipsburg, Montana 59858 | Plainsman Plains, Montana 59859 |
| Plentywood Herald Plentywood, Montana 59254 | Carbon County News Red Lodge, Montana 59068 |
| Roundup Record-Tribune Roundup, Montana 59072 | Daniels County Leader Scobey, Montana 59263 |
| Shelby Promoter & Tribune Shelby, Montana 59474 | Shelby Times Shelby, Montana 59474 |
| Sidney Herald Sidney, Montana 59270 | Judith Basin Press Stanford, Montana 59479 |
| Northwest Tribune Stevensville, Montana 59870 | Mineral Independent Superior, Montana 59872 |
| Terry Tribune Terry, Montana 59349 | Sanders County Ledger Thompson Falls, Montana 59873 |
| Three Forks Herald Three Forks, Montana 59752 | Townsend Star Townsend, Montana 59644 |
| Spray Valier, Montana 59486 | The Madisonian Virginia City, Montana 59755 |
| Meagher County News White Sulphur Spgs, MT 59645 | Whitefish Pilot Whitefish, Montana 59937 |
| Jefferson Valley News Whitehall, Montana 59759 | Wibaux Pioneer-Gazette Wibaux, Montana 59353 |
| Winnett Times Winnett, Montana 59087 | |

Section 12. WEEKLY NEWSPAPERS ON OR ADJACENT TO RESERVATIONS

Ahchimowin
Rocky Boy Reservation
Box Elder, Montana 59521

Glacier Reporter
Browning, Montana 59417

Cut Bank Pioneer Press
Cut Bank, Montana 59427

Glasgow Courier
Glasgow, Montana 59330

Camp Crier
Fort Belknap
Harlem, Montana 59526

Hi Line Herald
426 First
Havre, Montana 59501

A'Thorne
Northern Cheyenne Press
Lame Deer, Montana 59043

Ronan Pioneer
Ronan, Montana 59864

Herald News
Wolf Point, Montana 59201

Blackfoot Journal
Browning, Montana 59417

Western Breeze
Cut Bank, Montana 59427

Charkoosta
Flathead Reservation
Dixon, Montana 59831

Hardin Herald
406 North Center
Hardin, Montana 59034

Harlem News
26 Central Avenue East
Harlem, Montana 59526

Milk River Free Press
P.O. Box 1730
Havre, Montana 59501

Flathead Courier
Polson, Montana 59860

Mission Valley News
St. Ignatius, Montana 59865

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